**KELLY SERVICES EMPLOYMENT PROCEDURES**

**HIRING A KELLY SERVICES EMPLOYEE:**

1. **HIRING DEPARTMENT**

* Go to the Human Resources website ([www.tnstate.edu/hr](http://www.tnstate.edu/hr) ) to obtain the Kelly Services Order Form.
* Complete the form with the skill level, time period, and other information.
* Email the completed form to the HR Employment Manager at [ndowell1@tnstate.edu](mailto:ndowell1@tnstate.edu?subject=Web%20Inquiry).

1. **HUMAN RESOURCES**

* Contact Kelly Services to obtain a quote to forward to the hiring department.

1. **HIRING DEPARTMENT**

* Prepare a purchase requisition in SciQuest.
* Email a copy of the approved purchase order to the HR Employment Manager.

1. **HUMAN RESOURCES**

* Notify Kelly Services of the purchase order number and request if applicable, that the agency either submits resumes for review/interviews or selects a temporary employee to report for the assignment.

1. **HIRING DEPARTMENT**

* Interview, if applicable, and select a temporary employee.
* Provide the selected Kelly Services employee with adequate information regarding the work schedule, supervision, training, rules, policies and procedures, etc.
* Sign appropriate timesheets.
* Monitor the contract end date and purchase order balance. Submit a supplement to the purchase order in advance of any additional work.

**TERMINATING A KELLY SERVICES EMPLOYEE:**

If there is a need to terminate Kelly Services staff prior to the assignment end date, please contact the HR Employment Manager at 963-5285 for guidance. Do not contact Kelly Services directly or dismiss the contracted employee without a consultation with the Employment Manager or other HR staff members, as appropriate.

**HIRING A KELLY SERVICES EMPLOYEE AS A TSU EMPLOYEE:**

All positions must be posted and filled through the regular employment process. If a Kelly Services employee is selected for the position, he/she is required to have worked a minimum of 720 hours for the agency in order to be released from his/her contract with them (unless the Kelly Services employee is willing to buy out his/her contract). Please contact the Office of Human Resources at 615-963-5285 before submitting any hiring paperwork in the People Admin system for an agency employee. HR will work with Kelly Services to determine the earliest release date.

**REPORTING THE WORKPLACE INJURY OF A KELLY SERVICES EMPLOYEE:**

If a Kelly Services employee is injured on the job, please contact Kelly Services immediately, no matter how small the injury. Kelly Services will direct the employee to the closest appropriate medical facility and will contact the employee with further instructions. If the injury is deemed serious or life-threatening, call 911 first and then notify Kelly Services.