**Recruitment Temporary Engagement Procedures**

**Position identified for temporary filling**

General Staff: Select candidate from appropriate source.

Teaching Staff: Select from Employment Register.

Forward to CIT Human Resources along with pre-employment pack (if applicable) for checking

Complete temporary employment contract

The CIT Human Resources forwards completed paperwork to Shared Services for processing

**Short-term employment Required**

(for contracts less than 12 months)

**Long-term employment Required**

(for contracts of 1 to 5 years)

Complete a merit selection process