## Employment Contracts Processing

### Overview

This workshop provides an overview of key policies, procedures, and expectations related to all forms of contractual hiring. It addresses some of the challenges of creating and maintaining a temporary workforce.

### Objectives

- Orient to the institutional importance of contingent, student, and adjunct workforces
- Review of the contract processing roles and responsibilities
- Understand the contract process and solve problems that delay transactions
- Identify information resources needs and communication methodologies
- Commit to engaging in effective performance standards and behaviors
- Increase legal, regulatory, and policy compliance

### Core Competencies

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<thead>
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<th>Core Competencies</th>
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<tbody>
<tr>
<td>Workforce Management</td>
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<tr>
<td>Quality Service Definition</td>
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### Approach

Lecture and discussion

### Target Audience

Required for all contract writers and processors.

### Time Length

2 hours

### Additional Instructions: