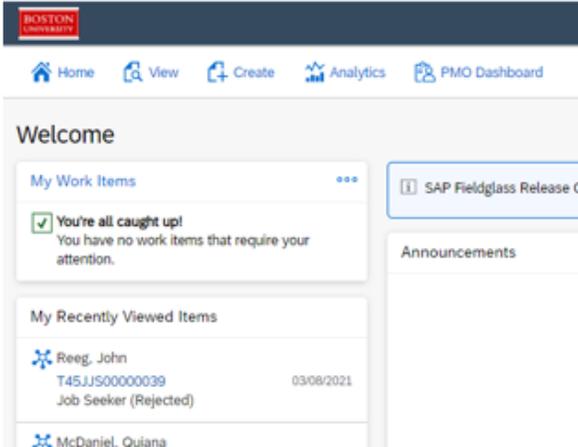


Review / Select / Hire Temporary Employee Manager Quick Reference Guide



Getting Started



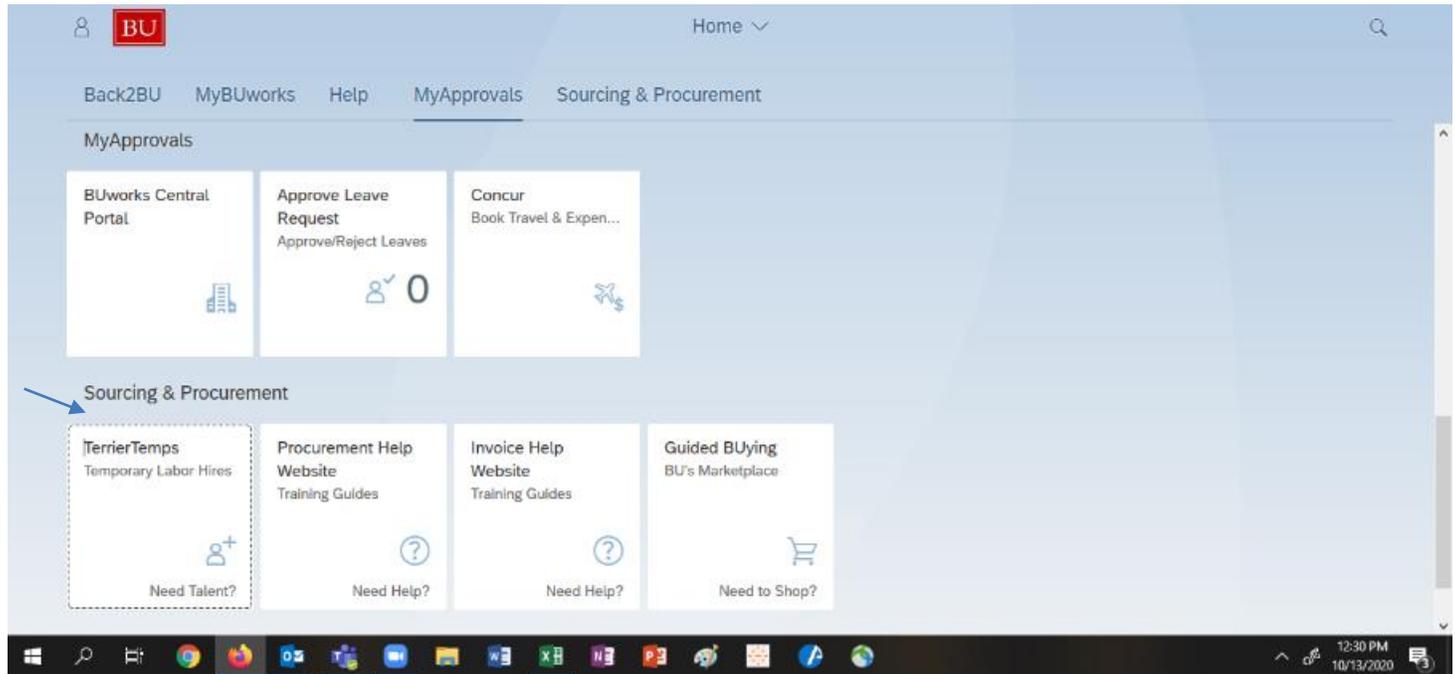
Logging into Fieldglass

Option 1) From MyBUWorks (<http://www.bu.edu/mybuworks/>) access TerrierTemps through Sourcing & Procurement (see screenshot below)

Option 2) Navigate to <http://www.bu.edu/buworkscentral> Go to Procurement Tab and click on TerrierTemps tab at top

Option 3) You may also access the tool outside the BU system by utilizing the Fieldglass url <https://www.fieldglass.net/> and using your full e-mail as login and your BU "Kerberos" password.

❗ If you are unable to log in or do not have a Fieldglass Account, contact the TerrierTemps Program Team at 617-358-1042 or via e-mail butemps@bu.edu.



Hiring a Temporary Employee

Once a Job Posting is distributed to suppliers, suppliers must submit all candidates through Fieldglass. Submittals should not take place directly with Hiring Managers. Initiating and documenting all activities in Fieldglass helps to ensure data integrity, price competitiveness and supports the overall program success. If you have questions about a process, please contact the TerrierTemps Program Management Office at 617-358-1042.

Questions?

Please contact the TerrierTemps Program Team:

butemps@bu.edu; 617-358-1042

Job Seeker Review-Process Overview

Job Seekers submitted by suppliers will be reviewed by the TerrierTemps Program Management Team to ensure they meet the requirements from the job posting and to shortlist the best candidates. The Hiring Manager will receive an email when job seekers are shortlisted. Email notifications contain a link to the TerrierTemps URL.

Hiring Manager Notified of Job Seekers to Review

After shortlisted by the TerrierTemps Program Management Team, the Hiring Manager will be notified via an e-mail notification that the resumes for job seekers are ready for review. The Hiring Manager will access Fieldglass and review recommended job seekers. Questions about the submittals should be directed to the TerrierTemps Program Management Team.

Hiring Manager Schedules Interview

The Hiring Manager will evaluate and identify job seeker(s) for interview, if desired. If an interview is not required, the Hiring Manager can go directly to selecting the successful candidate.

Selects Successful Candidate

The Hiring Manager will identify the successful job seeker and notify the TerrierTemps Program Management Team who will initiate the work order in Fieldglass. Onboarding activities will then be performed.

Access Job Seeker Document

From the **Job Posting** page, click on the **Job Seekers** tab to view all job seekers/candidates. All candidates that meet your requirements from the job posting will be visible to you.

Job Posting List PMO - Job Postings List Go to Global Search

Trainer BOSUJP00002506 JOB POSTING

Progress Status Next Step Period Service Type

Submitted Review responses 04/05/2021 to 09/03/2021 Temp

Summary Details Job Seekers (18) Rate Details Rules Distribution Supplier Rates Interviews Approvals / Audit Trail Related

There are three ways to access candidates/job seekers to review:

- 1 In the list view, a quick comparison can be done by viewing the bill rate and relative ranking/score of each job seeker.
- 2 A more detailed, side-by-side comparison can be done by placing a check mark in the box next to all job seekers of interest; clicking **Compare**.
- 3 Click the job seeker name hyperlink to view details of each candidate (see below).

Job Seekers 18 Items Found Apply Filters

Compare Hire Quick Hire Shortlist Unshortlist Idule Interview Email Resume/CV Reject 0 Items Selected

Submitted	Name	Flags	Status	ST Rate	UOM	Currenc	My Rating	Average Rating	Resume/CV
04/15/2021 10:10 AM	Nolin, Kathlerine		Submitted	65.00	Hour	USD	★★★★☆	4.00	Download View
04/15/2021 10:55 AM	Sternburg, Robert		Submitted	90.00	Hour	USD	★★★★☆	3.00	Download View

Questions?

Please contact the TerrierTemps Program Team:

butemps@bu.edu; 617-358-1042

Review Job Seeker

By clicking the job seeker's name, their details can be viewed through a pop-up window that allows you to scroll through the job seekers. The TerrierTemps PMO will add any comments from the agency in the comments section.

Click on the **View Details** link to be taken to the Job Seeker's individual page.

Use the **Schedule Interview** button to schedule interviews.

Nolin, Katherine

 OVBUJ500000194 **JOB SEEKER**    

Overture Partners LLC
★★★★☆

[View Details](#)

[Hire](#) [Quick Hire](#) [Shortlist](#) [Reject](#) [Email Resume/CV](#)

Submit Date: 04/15/2021 10:10 AM Estimated Spend: 49,400.00 USD Average Rate used to calculate Estimated Spend: 65.00 USD

Available after 04/05/2021

Interviews (0)

[Mark as Interviewed](#)

[Schedule Interview](#)

Details

Cost Object List
SIS Core Implementation

Cost Score
33.39

Availability Score
15

Total Score
48.39

Submit Date
04/15/2021 10:10 AM

Job Seeker Email
-

Work Order ID

KATHERINE NOLIN

SUMMARY

- 15+ years of experience as a Professor, Program Manager, and Instructional Designer in higher education
- Great experience researching in curriculum development from formative and summative assessment of Ed programs
- Excellent experience working with Blackboard and Canvas LMS
- Professional collaboration in academic affairs, missions support, communications, conducting workshops
- Teaching with multimedia-supported curriculum for interactive learning in LMS content for student-centered, active learning, flipped classroom methods, and E-Education
- Good Technical knowledge with prior experience in IT Help Desk, Network Analyst, and Technical Specialist positions.

PROFESSIONAL EXPERIENCE
Bridgewater State University - Bridgewater, MA 09/2014 - Present
Sr. Visiting Lecturer, Computer Science

- Developed online and hybrid courses facilitated in Blackboard Learn 9 Learning Management System (LMS). Include COMP111-Logic and Computers, COMP105-Computer Applications, COMP250-Web Multimedia, COMP250-Web Development, Network and Data Communications (2nd Year Seminar), and COMM220-Multimedia Storytelling, MGMT-Training and Development.
- Course building in the Blackboard Learn 9 LMS.
- Integrated multimedia learning objects provided interactivity and accessibility in distance learning courses.
- Utilize Blackboard Learn 9 LMS collaboration tools to support accessibility and inclusion.

Rating

Rows 1000

Rating	Comments
★★★★☆	Katherine is an Instructional Design, Professor and IT professional with excellent experience in online support and learning. Katherine currently teaches online courses and is responsible for developing curriculum from start to finish in Canvas, Zoom and Blackboard and administers these platforms for her own classes. Katherine has conducted the first faculty E-Learning orientation campus-wide, she developed and facilitated online course development workshops for faculty support as an IT function. She has also facilitated workshops and training to faculty for developing courses in both Canvas and Blackboard within higher education. Katherine holds a Master degree in

From the Job Seeker's page:

Details Tab: View proposed rate information; the job seeker's resume, and score against requirements. The score evaluates all skills required, bill rate comparison and start date availability based on the hiring managers requirement.

Interview Tab: Click on this tab to schedule an interview or to view currently scheduled interviews.

Rating Tab: Provides a log of the Hiring Manager's rating for the job seeker.

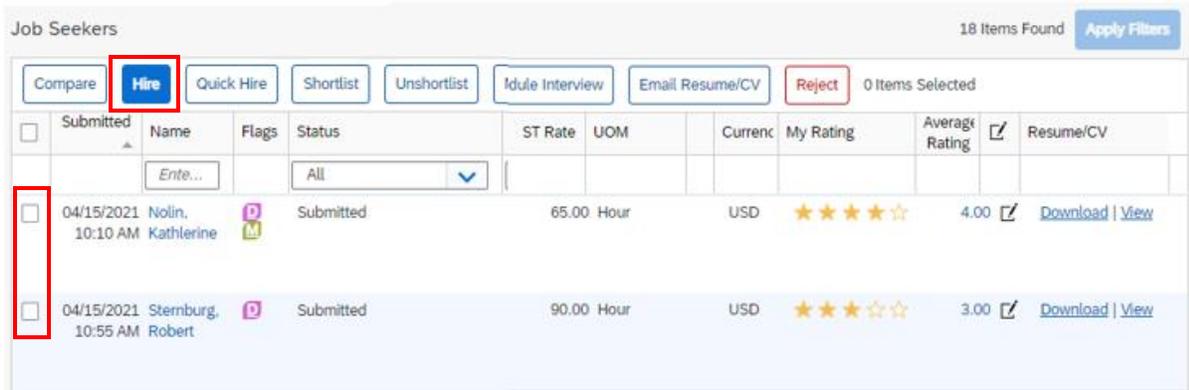
Questions?

Please contact the TerrierTemps Program Team:

butemps@bu.edu; 617-358-1042

Hire a Job Seeker

Select the successful job seeker by placing a checkmark beside them on the Job Posting Responses tab and clicking the **HIRE** button. Proceed to Work Order Creation.



The screenshot shows the 'Job Seekers' interface with 18 items found. The 'Hire' button is highlighted with a red box. The table below shows two job seekers:

Submitted	Name	Flags	Status	ST Rate	UOM	Currenc	My Rating	Average Rating	Resume/CV
<input type="checkbox"/>	04/15/2021 10:10 AM Nolin, Kathlerine		Submitted	65.00	Hour	USD	★★★★☆	4.00	Download View
<input type="checkbox"/>	04/15/2021 10:55 AM Sternburg, Robert		Submitted	90.00	Hour	USD	★★★★☆	3.00	Download View

The information from the Job Posting will populate into a Work Order. You will be asked to verify the information.

Click **Continue** at the bottom of page. You will advance to the **REVIEW AND SUBMIT** tab. Review information one more time for accuracy and Click the appropriate button to save the Work Order as a draft (Complete Later), Submit, or Cancel the Work Order.

If you prefer, the TerrierTemps Program Management Team can create the Work Order for you. Once completed by the TerrierTemps Program Management Team, the work order will route for your approval.

From the Work Items list, Click on **Approve** under Work Order. Review Details and Click on **Approve**.



The screenshot shows the Work Order details page. The 'Approve' button is highlighted with a red box. The 'Details' tab is also highlighted with a red box. The table below shows the Accounting Rates and Work Order Details:

Accounting Rates	Final (USD)	Work Order Details
ST / Hr	Straight Time	Buyer Reference
Supplier Bill Rate	45.08	Supplier Reference
MSP Fee	0.000%	Original Period
Bill Rate	45.08	Site

Questions?

Please contact the TerrierTemps Program Team:

butemps@bu.edu; 617-358-1042

Completing Work Order On-Boarding and Evaluations

On-Boarding items include email, SAP, badge etc. These are reminders to ensure you request the appropriate access for your temporary employee. Hiring managers will receive reminder emails prior to the temporary employee starting their assignment.

At the Fieldglass Desktop, go to **Work Items** and select the **Mark as Completed** link under the **Onboarding** items section.

For each applicable On-Boarding item, click **Mark as Completed**. In the dialogue box, select the completion date and enter comments as necessary.

Access | Gerzon, Inna Mark as Complete

ACTIVITY ITEM

Status	Due	Actor	Code	Work Order ID	Worker ID	Original Recipient
Pending	04/15/2021	Job Posting Owner	Access	BOSUWO00002491	BOSUWK00002247	Matthew Barber (Hiring Manager)

You will receive **Worker Evaluations** when the worker has been in the assignment 14 and 30 days. At the Fieldglass Desktop, go to **Work Items** and select the link for the evaluation, click the **Evaluate and Complete** button. The evaluation will open as a pop-up window for each item (8) rank the worker on a 1-5 scale, click **Mark as Complete** when done.

Mark as Complete

Job Seeker / Worker	Action	Completion Type
Hossain, Khondoker	30 Day	Evaluate Worker

Worker Evaluation

1. Please rate this worker's overall performance.

5 - Excellent
 4 - Good
 3 - Average
 2 - Poor
 1 - Not Acceptable

Completion Date *

04/16/2021

Mark as Complete Cancel

Questions?

Please contact the Terrier Temps Program Team:

butemps@bu.edu; 617-358-1042