

Extra Help Procedures for Applicants

1. The Human Resource Director has the authority to designate certain areas to maintain an appropriate list. In conjunction with appropriate Vice Chancellor, this will be determined. Such as: Housing, Plant & Service Operations, Theater and Touch of Nature but not limited to these areas listed.
2. Individuals interested in extra help should complete the appropriate Application for Extra Help form located on our website at: <https://hr.siu.edu/>.
3. Once the Application for Extra Help is received, the human resource representative will forward to appropriate Vice Chancellor or designated area to review. The appropriate representative will conduct a review of the candidate's qualifications and conduct a verbal interview. If applicant is acceptable, the representative should place on the appropriate extra help list.

Extra Help Procedures for Departmental Hires

1. Department representative should make sure that all potential applicants have completed the Application for Extra Help, review candidate's qualification and conduct an interview.
2. If department is an area that has the authority to maintain appropriate list, place applicant on list after review of qualifications and interview.
3. If department doesn't have the authority to maintain list, please send Application for Extra Help to Barbara Niechciol (barbara@siu.edu) in Human Resources so that information can be sent to appropriate Vice Chancellor or representative.
4. If department is hiring for clerical related position, please send Extra Help Application for individuals to Barbara Niechciol (barbara@siu.edu) in Human Resources.