



UTemp: Frequently Asked Questions by Applicants

Who is eligible to apply to UTemp?

Anyone who wishes to work at the University of Toronto on a temporary basis is welcome to apply. Most of our positions are administrative in nature and we recruit new candidates year round.

How do I register with UTemp?

The first step is to upload a copy of your resume and cover letter. It is important to complete, in full, the online application and answer the required questions. We urge you to update your availability and resume and cover letter regularly. If and when a suitable job opportunity arises, a UTemp representative will contact you directly.

I submitted an application online. Why have I not heard from UTemp?

When an application is initially submitted you will receive an email from UTemp stating it has been received and we will contact you only if we have a suitable position. We are fortunate to receive a large number of resumes each day and are only able to meet with a small selection of candidates who meet our immediate requirements. We ask that you do not reapply, but update your application as your situation changes. *There should be one profile only for each person who applies.*

What type of work does UTemp offer?

UTemp provides the University with coverage for a variety of casual vacancies: peak periods, vacations, illness, resignations and special projects. We cover all types of assignments, including but not limited to: administration (from clerical to executive assistants), office management, accounting (FIS or SAP experience is ideal), finance, event planning, student services, human resources, IT, website administration, project management and communications. [Please refer to the careers website](#) to view the types of positions that are frequently available at the University of Toronto.

Are temporary positions posted online?

No. UTemp does not post specific positions as the turnaround time for most assignments is very short.

How long are the assignments and the expected hours of work?

The length of assignments and hours of work vary and are dependent upon our clients' needs. The duration of UTemp assignments range between four (4) hours and five and a half months. Normal office hours are Monday to Friday, 8:45am to 5:00pm. The average assignment length is approximately one to three months.



Are there any benefits or incentives to working at UTemp?

Yes. You can gain valuable experience in an academic environment, work in diverse departments, and learn and apply new skills. After a qualifying period, temporary staff also gain access to specific training offered through the Organizational Development & Learning Centre at the University, to further develop their skills.

How soon will I get a call for employment?

Our hiring process is complete once your first assignment is secured. Until that date, you remain in a pool of candidates whose applications have been reviewed, and who may also have been interviewed and tested, but have not yet been placed. Once you are placed in your first assignment, you are considered an employee of UTemp, and will be considered for all assignments for which you are qualified. Our aim is to place our available employees in assignments year-round. However, we cannot guarantee continuous employment. Placement depends on our clients' needs, individual flexibility, availability, and how many assignments are received by UTemp.

How often can I expect to work as a UTemp employee?

There can be no guarantee of consecutive assignments. As with all temporary work, frequency and length of assignments will vary according to clients' staffing needs.

How long can I work for UTemp?

The choice is yours. We have temporary employees who are looking for full-time hours at the University and others that want a more flexible and open work arrangement.

What hourly wage can I expect?

The hourly wage is determined by the nature of the work and is in accordance with the University of Toronto and USW Union agreements. Currently, the minimum wage for an administrative assignment is \$19.35 per hour.

Is there a dress code?

The dress code varies across departments in the University. However, we recommend business casual attire.

Can I work as a UTemp employee and continue to seek permanent employment?

Many UTemp applicants and employees apply to UTemp with the intention of gaining experience at the University, in the hopes of obtaining permanent employment. If you are on assignment, and you find employment elsewhere, please note that two weeks' notice is required.