

University of Missouri-Columbia • Human Resource Services (MU)
Transitional Work Therapy (TWP) Request Form

1. After working with the Veteran’s Administration Transitional Work Therapy Program Representative on a hire, the department contacts Human Resource Services with notification of its intent to hire a temporary employee.
2. Department sends (or faxes to 884-8811) the following information to Human Resource Services (MU):
 - Criminal Background Check Disclosure Form signed by temporary worker to initiate CBC
 - Job title & duties to be performed in order to determine if a Post-Offer Employment Testing (POET) for applicable jobs (e.g. custodian, food service worker, groundskeeper, electricians) should be initiated
 - Veteran’s Resume or Job Application – reviewed by HRS to ensure candidate meets the minimum qualifications for the temporary position being performed
3. Human Resource Services will initiate the CBC process through Validity Screening Solutions. The Human Resources Professional will notify the Department of the results.
4. Human Resource Services will enter the candidate’s name into the POET system to initiate testing, if applicable based on the job duties. Results from the POET testing will also be provided to the department.

Job to be Filled by TWP Veteran		
Job Title	Duties	Hiring Department
Temporary Worker Recommended for Hire		
Name		
Position (check one) to Initiate Post Offer Employment Testing (POET), if applicable		
<input type="checkbox"/> Custodian <input type="checkbox"/> Food Service Worker <input type="checkbox"/> Groundskeeper <input type="checkbox"/> Electrician		
Hiring Department Signature and Date		
Effective Date of Temp Worker Placement: _____		

HRS Signature _____	Passed POET <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date _____	Passed CBC <input type="checkbox"/> Yes <input type="checkbox"/> No	



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