



## Contingent Workers/Person of Interest Analysis

Employee Services strives to provide customers with most efficient service possible. This form will assist us in providing you with the best possible customer service. Please use the following to select the type of CWR/POI you are bringing forward, so that our office can best determine your needs.

CWR/POI Analysis			
Person of Interest Category	Check one that applies	Next Step	Definition
Dual Enrollment Instructor	<input type="checkbox"/>	Complete CWR/POI Data Form Retain originals in campus HR Forward appropriate copies to Department/Division	Teaches college-level courses to High school students and are not compensated by MCCC
Consultant	<input type="checkbox"/>	Complete CWR/POI Data Form Forward entire packet to campus HR	Hired to do specialized work on certain projects and are paid by outside sources
Agency Temporary Employee (such as Kelly Services Employee)	<input type="checkbox"/>	Complete CWR/POI Data Form Forward entire packet to campus HR <b>*Provide Employee End Date</b>	Temporary agency employees that come to work for MCCC and are paid by the temporary agency
Retired Employee	<input type="checkbox"/>	Complete CWR/POI Data Form Retain originals in campus HR	Retired employees who continue a relationship with MCCC are changed from Employee status to Person of Interest status
Call Center Employee	<input type="checkbox"/>	Complete CWR/POI Data Form Forward entire packet to campus HR	Employees who provide support for some of our systems and are paid by the contracted company
Unpaid Intern	<input type="checkbox"/>	Complete CWR/POI Data Form Forward everything to campus HR Retain copy of "field placement agreement" in dept. <b>*Provide Employee End Date</b>	Can be any member of the community who is completing an internship for their degree program at a university
Volunteer*	<input type="checkbox"/>	Complete CWR/POI Data Form & -MCCC Volunteer Forms- Forward everything to Campus HR <b>*Provide Employee End Date</b>	Can be any member of the community working on a volunteer basis
Vendor (i.e. Follett or Chartwells, Copy Center employees)	<input type="checkbox"/>	Complete CWR/POI Data Form Forward entire packet to campus HR	Vendors are companies that provide services to MCCC employees and students
ESS Educational Services	<input type="checkbox"/>	Complete CWR/POI Data Form Forward entire packet to campus HR	Are contract relationships with MCCC for specialized programs For example: hospitals providing adjuncts for nursing program and/or Fire Science/EMT department

\*required information