Hiring Specialized Clinical Research Temp Labor through Medasource

- Specialized JHU Temporary Staffing Need through Medasource
- SOM Business Office Financial Approval
  - YES: JH Internal Candidate Pool Available
    - YES: Hire Internal SOM Staff
    - NO: Funding Must be Secured before Moving Forward
  - NO: Contact Medasource to Identify Temporary Talent
- Contact Medasource to Identify Temporary Talent
  - Schedule a Meeting with Medasource to Review Scope/Project Need
  - Medasource Screens Potential Candidates
    - Department Interviews Candidates and Selects Finalist
    - Medasource Conducts the Background Check, Drug Screen, and Required Paperwork
      - Medasource Uploads Pre-employment Documents in Vendormate and Documents are Approved for Compliance
      - In Collaboration with the Department, Medasource Creates SOW Document. JH Manager Obtains Signature from Procurement and Returns Executed Document to Medasource
- Temp Labor begins
  - Department partners with Medasource to Identify Start Date and Obtain System Access

Information:

- JH INTERNAL TALENT POOL
  https://ictr.johnshopkins.edu/service/study-conduct/rcss/
- MEDASOURCE
  Lauren Davidson
  ldavidson@medasource.com
- JHM VENDORMATE ADMIN
  Lisa Shiff
  lschiff3@jhmi.edu
- JHU PROCUREMENT PORTAL
  https://jhuprocureprod.service-now.com/now/nav/ui/classic/params/target/catalog_home.do?sysparm_view=catalog_default