



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR

Phone: 225-342-8274

Fax: 225-342-8058

TDD: 800-846-5277

Toll Free: 866-783-5462

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DATE: **October 1, 2014**

TO: **Heads of State Agencies and Human Resources Directors**

SUBJECT: **Evaluation of Westaff for Temporary Staffing Needs**

Westaff has held the contract for temporary personnel services with the state since 1998. Use of this contract is one of several ways an agency may meet its temporary staffing needs. Sub-professional work in four areas is included under the contract:

1. Office/Clerical
2. Trades/Maintenance
3. Custodial
4. Food Service

State Civil Service relies on agency Human Resources personnel to assist us in monitoring the quality of services provided by Westaff for the use of private sector "temps." In this capacity, we ask you to complete a brief survey, which can be accessed online at the following link:

https://www.surveymonkey.com/s/Westaff_Evaluation_2014

This request is being made of all agencies that have used Westaff employees in the past year. If you have not used Westaff in the past year, please send an email to Toby Comeaux, Employee Relations Assistant Division Administrator, at Toby.Comeaux@la.gov, indicating that your agency has not used Westaff.

Your responses are a valuable tool in assisting State Civil Service with monitoring the Westaff Contract. Please complete the survey by October 17, 2014.

Sincerely,

s/Shannon S. Templet
Director