



REQUEST TO HIRE

REQUEST to HIRE must be properly completed to be processed.

I. Initiating Department: _____ Date: _____

Authorized Management Requestor:
(Print Name) _____ Signature _____

► Reason check one:

- Replacement
- New Staff Position
- New Faculty Position
- Temporary Position

► Type check one:

- Full Time
- Part Time

► Check the appropriate document(s) attached:

_____ A job description for a part/full or temporary position must be attached.
(Contact HR for job descriptions)

► If recruitment is for a “replacement”:

Name of Employee (being replaced): _____

Position Title _____

► If recruitment is for a “new position”:

Position Title _____ Estimated Salary Range: _____

► DEPARTMENT CODE: _____

Signatures below are **ONLY** required if the HIRE is an EMPLOYEE.

II. Vice President of Operations Approval:

Signature _____ Date _____

III. Presidential Approval:

Signature _____ Date _____

SUBMIT TO HR DEPARTMENT AFTER SIGNATURES ARE OBTAINED

IV. Copy sent to Initiating Department _____ Date _____