



**REQUEST TO HIRE/RECRUIT PERSONNEL  
ACTION REQUEST (PAR)**

**REQUEST to HIRE PAR 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. Director of Finance and Administration Approval:

Signature \_\_\_\_\_ Date \_\_\_\_\_

III. Presidential Approval:

Signature \_\_\_\_\_ Date \_\_\_\_\_

***SUBMIT TO HR DEPARTMENT AFTER SIGNATURES ARE OBTAINED***

IV. Copy sent to Initiating Department \_\_\_\_\_ Date \_\_\_\_\_