Request to Hire Form

Hiring Supervisor: ______________________ Date: ________________

Position Title: ______________________ New Position: ___Y___N

Replacement for: _____________________ Effective Date: __________

Department Name: ___________________ Phone Ext. __________

Position Details

FLSA Status: Exempt (Executive, Administrative, Professional)  
Non-Exempt (All others)

Hours Needed: Full Time: ______ Part Time: ______ Per Diem: ______

Mon: _______ Tues: _______ Wed: _______ Thurs: _______

Fri: _______ Sat: _______ Sun: _______ Summer Off: _______Y______N 

If yes, # of weeks per year____________

Proposed Recruitment Sources:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

APPROVALS

Department Head/Chair: __________________________ Date: _________

Vice President: ________________________________ Date: _________

Human Resources Director: ______________________ Date: _________

V.P. for Finance/Treasurer: ______________________ Date: _________

President: □ Approved for immediate action □ Approved but deferred (see comments) □ Denied

Signature: ________________________________ Date: __________

Comments: ____________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Human Resources Use Only

Person Hired:_________________________ Salary Offered:_________________________ Offer Date:_________________________

Position Control #:_____________________ Start Date:_________________________

□ New Employee □ Transfer from Department: __________ Former Title: __________

All requests must be accompanied by an up to date job description.

Updated 9/2013