



Request to Hire – Staff/Administrator

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

Hiring Manager:

Proposed Start Date*:

Position Title:

New Position: Yes No **If yes, please attach justification memorandum.**

Replacement for:

Date Position Vacant:

Department Name:

Phone Ext.:

Position Details

Status:	FLSA:	Category:	Summer Off?
Full-Time	Exempt	Administrator	Yes, # of weeks off per year
Part-Time	Non-Exempt	Executive	No
Per-Diem		Professional	
		Staff	

Total Hours per Week

Schedule: (If hours are non-traditional, 9am-5pm, please indicate below:

*If proposed start date is immediate, please provide a brief rationale below:

Approvals

Department Head/Chair: _____ **Date:** _____

Vice President: _____ **Date:** _____

Assistant V.P. for HR: _____ **Salary Grade:** _____ **Date:** _____

V.P. for Technology & Institutional Effectiveness: _____ **Date:** _____

President: Approved for Immediate Hire Approved - Deferred 30 days from Approval Denied - See comments

Signature: _____ **Date:** _____

Comments: _____