Molloy College – 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: ___

Salary Range: ___________

Summer Off: Y ___ N ___ If yes, # of Weeks per year:

Proposed Recruitment Sources:

APPROVALS

Department Head/ Chair: ______________________ Date: ______________
Vice President: ______________________ Date: ______________
Human Resource Director: ______________________ Date: ________________
V.P. for Finance/ Treasurer: ______________________ Date: ______________
President: ______________________ Date: ______________

For Human Resource Dept. Use Only

Person Hired: ______________________ Date of Hire: ______________
Initials: ______________________

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