



Request to Hire for Staff

This form is filled out by the Hiring Manager. The Hiring Manger seeks Departmental VP approval and submits the completed form to requeststohire@molloy.edu along with the completed justification form and updated job description. Request to hires are reviewed by Human Resources and Finance within 10 days of submitting the form. Once the request is approved your position will be posted to Human Resources Career Site within 2-3 business days.

Position Details.	
Hiring Manager: _____	Proposed Start Date: _____
<input type="checkbox"/> New Position or <input type="checkbox"/> Replacement Position Title: _____ Replacement for: _____ Resignation Notice Sent to HR: <input type="checkbox"/> Yes <input type="checkbox"/> No Externally Funded Position: <input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, please indicate how much money is listed for salary \$ _____	
Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Per-Diem Total Hours Per Week: _____ Reduce Weeks: <input type="checkbox"/> Yes, # of weeks <input type="checkbox"/> No Remote Work Eligible: <input type="checkbox"/> Yes (Occasional) <input type="checkbox"/> Yes (Full) <input type="checkbox"/> No Comments: _____ Schedule (If the hours are non-traditional, 9am to 5pm, please indicate): _____	
Hiring Manager: _____	Date: _____
Dean (If applicable): _____	Date: _____
Department Vice President: _____	Date: _____
Human Resources (To be filled out by HR only).	
FLSA: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (Salaried) <input type="checkbox"/> Non-Exempt (Hourly)	Category: <input type="checkbox"/> Staff <input type="checkbox"/> Seasonal <input type="checkbox"/> Coach Position Control # _____
Salary Grade: _____	
Pay Transparency Range: _____	
Will this search require an search committee liaison? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Assistant Vice President of HR: _____	Date: _____
Finance (To be filled out by Finance only).	
Budget: <input type="checkbox"/> Yes, Budgeted \$ _____ <input type="checkbox"/> No	
Budget Comments: _____	
Controller: _____	Date: _____
Vice President for Finance & Treasure: _____	Date: _____
New Position Only	
President: _____	Date: _____



Position Justification Form

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Position Justification Form.

Position Title: _____

Supervisor: _____

Date: _____

Questions.

What are the major responsibilities of this position?

Please include a short summary of how this position assists the institution in achieving its vision, mission and goals.

Is this a revenue generating position. If so, please detail the expected revenue.

Does this position have a campus-wide impact? If so, please elaborate.

Would process/technology improvements eliminate the need to fill this position?

How many similar positions do you have in the department? Please provide all similar titles.

How long can you continue without filling the position?

How have you covered this vacancy thus far?

How will this work be done if approval cannot be granted and by whom?

What alternatives to filling the position or changing the duties have been considered?

Have you considered the following:

	Yes	No
Change to Part-Time		
Convert to a 9, 10, or 11-month position		
Combine this role to be with another position		
Transfer an underutilized person from another department to be transferred into this position?		

Please attach any additional information you feel is important to the review of this request. The Office of Human Resources is available to help with the identification of internal resources.

Approvals.

Area Vice President: _____

AVP Human Resources: _____

Controller: _____