



Request to Hire Staff/Administrator

This form is filled out by the Hiring Manager. The Hiring Manager seeks Departmental VP approval and submits the completed form to requeststohire@molloy.edu. 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: _____
Position Title: _____	New Position: <input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, please attach justification memorandum to this request.
Replacement For: _____	Externally Funded Position: <input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, please indicate how much money is listed for salary. _____
Resignation Notice Sent to HR: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hiring Manager Ext: _____	Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Per-Diem
Hiring Manager Email: _____	Total Hours Per Week: _____
Department Name: _____	Reduce Weeks: <input type="checkbox"/> Yes, # of weeks <input type="checkbox"/> No
Office Location (Room #): _____	Remote Work Eligible: <input type="checkbox"/> Yes (Occasional) <input type="checkbox"/> Yes (Full) <input type="checkbox"/> No
*Failure to complete will delay the processing of this form. If unsure, contact facilities.	Comments: _____
Schedule:(If hours are non-traditional, 9am to 5pm, please indicate): _____	
Hiring Manager: _____ Date: _____	
Dean: _____ 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"/> Administrator <input type="checkbox"/> Staff <input type="checkbox"/> Seasonal <input type="checkbox"/> Coach
EEO Classification: _____	Position Control #: _____
Assistant Vice President of HR: _____	Salary Grade: _____ Date: _____
Pay Transparency Range: _____	
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: _____
<input type="checkbox"/> Approved for Immediate Hire <input type="checkbox"/> Approved – Deferred 30 days <input type="checkbox"/> Denied	
Comments: _____	
New Position Only	
President: _____	Date: _____



Position Justification Form

This form is filled out by the Hiring Manager. After receiving VP approval, The hiring manger submits the completed form to requeststohire@molloy.edu along with the completed Request to hire. Requests to hires are reviewed by Human Resources and Finance. Once the request is approved Human Resources will be in touch.

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 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: _____