



# Request to Hire Staff/Administrator

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](mailto: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: _____	Date Position Vacant: _____
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
Office Location (Room #): _____	<input type="checkbox"/> No
*Failure to complete will delay the processing of this form. If unsure, contact facilities.	Remote Work Eligible:
	<input type="checkbox"/> Yes (Occasional) <input type="checkbox"/> Yes (Full) <input type="checkbox"/> No
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: _____
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: _____