

HIRING REQUISITION

I. INSTRUCTIONS: Please complete this form to hire an employee (faculty or staff). This form must be accompanied by a copy of the employee's resume. The individual must meet the stated minimum qualifications for the position to which appointment is requested. This form is not for use for hiring temporaries through an outside agency.

II. POSITION INFORMATION:

Position Title: _____ Date of Request: _____

Department Name: _____

Account No. : _____ - _____ - _____ - _____ - _____

Are there adequate funds in this line item to fund the position? (circle) Yes / No

If transfer is required, what account will be the source of funds? _____ - _____ - _____ - _____ - _____

Type of Request: New Position Replacement

Name of Replaced Employee: _____ Date of Vacancy: _____

If this was a position that required posting, was the VP of Business and Finance approval signature included on the Advertising Requisition? (circle) Yes / No

Individual Requesting: _____
(print or type name) Signature

III. APPLICANT SELECTION DATA:

Selected Applicant's Name: _____

Proposed Start Date: _____

Position Status: Full-Time Part-Time Supplemental

Requested Salary: \$ _____ OR Hourly Rate: \$ _____

Status: Exempt Non-Exempt

Check to Grant Student Record Access:

FOR FACULTY POSITIONS

ONLY:

Rank: _____

Degree: _____

Step: _____

IV. HIRING REQUISITION APPROVAL SIGNATURES:

Dean Date

Director of Human Resources Date

Vice President Date

President Date

VP of Business and Finance Date

Please return the completed, signed Hiring Requisition to Human Resources.

Human Resources to complete this section

Transcripts Received

Initials: _____

Licensure/Certification Received

Initials: _____

Background Check Complete

Initials: _____