REQUEST TO HIRE

Title of Position ____________________________________________

Check all that apply: (see descriptions at the bottom of the page)

_____ Administrative  _____ Full-Time  _____ Part-Time  _____ Hourly  _____ Temp

Name of Staff Person Replacing: ________________________________

Permanent Position: ( ) Yes ( ) No
Temporary Position: ( ) Yes ( ) No

If temporary, list dates of employment: __________________________

 Desired Date to Fill Position: _________________________________

Account Code: _____________________________________________

JUSTIFICATION for hiring:

Submitted by: ___________________________ Date: ________

Director: ___________________________ ( ) Approved ( ) Disapproved Date: ________

Dean of Student Life: ___________________________ ( ) Approved ( ) Disapproved Date: ________

FSA President: ___________________________ ( ) Approved ( ) Disapproved Date: ________

Budget & Finance: ___________________________ ( ) Approved ( ) Disapproved Date: ________

Forward to the Human Resources Office to commence hiring process ______________________

• Administrative – director-level or head of programs (salaried) with full benefits
• Full-Time – 37.5 hours per week and 52 week per year with full benefits
• Part-Time – At least 1,000 hours per year but less than full-time with partial benefits
• Hourly – Regularly scheduled employment of less than 1,000 total hours and more than 750 hours (sick leave only)
• Temporary – Occasional work of less than 750 hours total per year with no benefits