



OFFICE OF HUMAN RESOURCES REQUEST TO HIRE FORM

Please complete the following in order to request an offer of employment:

NAME: _____
(Name of individual to fill the position.)

POSITION TITLE: _____

STARTING DATE: _____ **THROUGH:** _____
(if applicable)

RECOMMENDED HOURLY RATE: \$ _____/HOUR

RECOMMENDED ANNUAL SALARY: \$ _____/YEAR/TERM

IS THIS AMOUNT OVER APPROVED SALARY: YES _____ NO _____

(If yes, please contact Human Resources for further instructions.)

Please Attach:

- (1) Copy of Approved PAF/NPPCRF (Personnel Action Form)
- (2) Original Interview Evaluation Forms for All Individuals Interviewed for Position
- (3) Original Employment Applications for All Individuals Interviewed for Position

***THE OFFICE OF HUMAN RESOURCES WILL EXTEND OFFER OF EMPLOYMENT
TO FINAL CANDIDATE UPON RECEIPT OF ALL DOCUMENTS LISTED ABOVE.***

SIGNED: _____ **DATE:** _____
Department Chair/Program Director