

CASUAL HIRE JOB ORDER REQUEST

_____ Initial Appointment (If initial appointment, proceed to Requestor Name/Signature section below)

_____ Reappointment

If not an initial appointment, date of initial appointment: _____

Why are you continuing this appointment as a casual hire?

What is your plan to eliminate this casual appointment or convert it to a regular appointment?

REQUESTOR:

Name

Signature

Date

HR REVIEW:

Signature

Date

Please forward JOB ORDER FORM and CASUAL HIRE JOB ORDER REQUEST to the UH HR Office. The HR Office will fax the form to the Hawai'i State Employment Service.

Appointee may not start work or continue casual appointment until HR notifies requestor.