

UNIVERSITY OF ALASKA EMERGENCY HIRE REPORT

Hiring approval must be received from the Affirmative Action Director

Prior to approval to offering the position to any applicant.

Region: Department:

Cost center: Job Title:

Job Title #: EEO-6 Category:

Classification: Student: Classified Faculty APT

Date OHRD/AA Notified: Salary and Range:

Duration of Appointment: (FT PT)

1) Justification for emergency status and waiver of advertising:

(Attach memo of explanation)

- To cover an employee on emergency or short-term, temporary leave.
- To appoint a short-term, temporary employee to assist with unexpected increase in work load.
- To temporarily fill a vacancy only for the duration of the normal recruitment and hiring process.
- To hire an author or principal investigator of a restricted fund or other sole source project.
- To replace a faculty member who unexpectedly fails to return for the beginning of classes, or when unexpected increased enrollment warrants additional faculty.
- To meet the unexpected employment demands of an emergency nature.

2) How/why was successful candidate selected?

3) Target recruitment sources:

Name	Handicap	Vietnam Veteran	Referral Source

Signature: Phone: Date:

Supervisor

Signature: Date:

AA/EEO

Approval:

Hiring Authority

