

REQUEST TO HIRE

Department/Administrative Office: Position Title:

Candidate Selected: Beginning Date of Employment: _____

Proposed Salary: From GL Account#: Available Balance: as of
Date (MDY)

GENERAL INFORMATION

New Appointment Transfer Promotion

Temporary Appointment - To Begin: and end _____
(Date) (Date)

Total Number of Applications: Total Number of Candidates Interviewed:

Supporting Documentation Required: *Reference Checks *Evaluation forms (must attach and submit with this form) *FCRA Background Release Forms

APPROVAL SIGNATURES

Signature: _____ Date _____ Signature: _____ Date _____
Department Head Provost /Area VP

Signature: _____ Date _____
Director of Human Resources

TO BE COMPLETED BY HUMAN RESOURCES

Background checks completed: _____

Offer Letter Routed for Signature: _____

EVALUATION

Please list the names of those serving on the Search Committee:

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Name of Candidate Interviewed	M/F	Race (If known)	Key Qualifications: List the key qualifications in boxes 1-4 for the position and indicate the degree to which each candidate meets each essential qualification. (For example: Meets, Exceeds, Does not meet).			
			1.	2.	3.	4.

Race Codes: W=White B=Black H=Hispanic A or PI=Asian or Pacific Islander AI or AN= American Indian/Alaskan Native