Employment Hiring Requisition

Reference Number	Board Approval	Effective Date	Page
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Hiring a candidate is not automatically approved and must be reviewed by the administration before the candidate can be hired. This form is used when requesting to hire a candidate. **The committee chair must (1) complete this form (2) attach the resume, TU application, ESS authorization form, an updated job description, org chart, and all documentation of candidate interview and review process (3) return the completed form, and all other required documentation to the Human Resources Office.** Date of Request: _____

Candidate Name: _____Position Title:_____

Current Salary/ Hourly Rate: _____Proposed Salary/ Hourly Rate_____
(If hourly, enter hourly rate)

Proposed Start Date: _____ Ending Date (If applicable): _____

Department Name: _____ Immediate Supervisor: _____

Funding Source/Acct. Number: _____ Position Id: _____

Employment Type:

❑ Staff ❑ Full-time ❑ Temporary
❑ Faculty ❑ Part-time ❑ Other

Number of months to be worked per year: ___12 ___11 ___10 ___09 ___Other: _____

Number of hours to be worked per week: ___40 ___30 ___20 ___<19 ___Other: _____

Additional Compensation:

___ Housing in Residence Hall ___ with ___ without duties Amount: $_____

___ Meals in Dining Hall Amount: $ _____

___ Moving Allowance with appropriate receipts Amount: $ _____

___ Stipend (Please explain) _____ Amount: $ _____

___ Other (Please explain) _____ Amount: $ _____

Maximum Compensation Total Amount: $ 0.00

Is amount over original request or budget ___ Yes ___ No

If yes, explain reason for overage _____

Originator: _____ _____ _____
Print Name Signature Date

Approvals:

VP/Cabinet Member: _____ Date: _____
****Note: VP sign on reverse side for advertising budget commitment**

Chief HR Officer: _____ Date:_____

Controller: _____ Date:_____
****Controller approving funding source/account number**

VP/CFO: _____ Date:_____

President: _____ Approved _____ Denied _____Hold

President: _____Date:_____

Letter produced by HR: _____Date:_____

Original to Human Resources Department Revised 08/12/2020

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