



PERSONNEL HIRING REQUISITION FORM

Name of Hire: _____ Position Title: _____

If Faculty, Recommended Rank: _____

_____ Dean's initials of approval if Faculty does not have a terminal degree.

Dept.: _____ Hire Date: _____ Salary/Hourly Rate: _____

FLSA Status: Exempt Non-Exempt If Part-Time, how many hours per week (FTE)? _____

Faculty

Type: Regular (Benefits Eligible)

Full-Time (1.0 FTE or 40 hrs /week)

Part-Time: Benefits Eligible (.50 FTE or greater, but less than 1.0 FTE)

Part-Time: Non-Benefits Eligible (less than .50 FTE**/term contract, ending in current fiscal yr)

**If less than .20 FTE-paid at a pre-determined hourly rate, otherwise may be salaried or hourly)

Staff

Type: Full-Time: Benefits Eligible (1.0 FTE or 40 hrs /week)

Part-Time: Benefits Eligible (.50 FTE or greater, but less than 1.0 FTE)

Part-Time: Non-Benefits Eligible (Less than .50 FTE)

Temporary (Must also select applicable F/T or P/T status from above)

Items to be attached (required):

Recommendation on Faculty Rank from Committee (Required for all Regular Faculty Appt.)

CV/Resume (for all candidates interviewed) Interview Materials/Notes (for all candidates interviewed)

DRAFT Offer Letter Reference Check Documents/Completed by: _____

Requested by: _____ Title: _____ Date: _____

Approved by: _____ Title: AD-Faculty Affairs Date: _____

Approved by: _____ Title: CAO Date: _____

Approved by: _____ Title: President Date: _____

Approved by: _____ Title: Asst. VP of HR Date: _____

Approved by: _____ Title: Controller Date: _____

To Be Completed by the Office of HR

Signing Bonus Amount (if applicable) _____