

Request to Hire Form

Job Title: Click to enter text. Department: Click to enter text.

New Hire Name: Click to enter text. New Hire Phone #: Click to enter text.

New Hire Email: Click to enter text. New Position:  Replacement:

Replacement For: Click to enter text. Rate of Pay Offered: Click to enter text.

Desired Start Date: Click to enter text. CGES:  CLAS:

Moving expense reimbursement:  Yes  No

**Appointment Type**

Full-Time – Specify if 30 or 40 hours per week: Click to enter text.

Part-Time – Specify number of hours per week: Click to enter text.

Graduate Assistant – Specify expected period of employment: Click to enter text.

**Faculty Only**

Adjunct:  Instructor:  Visiting Professor:  Assistant Professor:

Associate Professor:  Professor:

Contract Length: Click to enter text. Tenure Track: Yes  No

**Hiring Authorizations**

I, hiring manager, understand that the new employee must complete the I-9, with proper forms of identification, within three days of the desired start date. If the employee is unable to complete the I-9 within three days of the desired start date, the employee cannot start on that date.

Click here to enter text. Click to enter text.

Hiring Manager Human Resource Manager

Date: Click or tap to enter a date. Date: Click or tap to enter a date.