

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.