

STAFF - REQUEST TO HIRE FORM

Department/Administrative Office

Position Title

Name of Candidate Selected

Beginning Date of Employment

Email Address of Candidate Selected

Mobile Phone Number of Candidate Selected

Salary/Hourly Rate

Note: Supporting documentation (i.e. reference checks, evaluation forms, hand-written & typed notes, etc.) for ALL candidates that were interviewed must be attached.

GENERAL INFORMATION

New Appointment

Transfer

Promotion

Temporary Appointment To begin:

(date)

and end:

(date)

Total Number of Applications

Total Number of Candidates Interviewed

APPROVAL SIGNATURES

Signature _____

Hiring Manager/Department Head

Date _____

Signature _____

Next Level Area VP/Provost

Date _____

Signature _____

Director of Human Resources

Date _____

EVALUATION

Please list the names of those serving on the interview team:

Name of candidate interviewed	M/F	Race (if known)	Key Qualifications: List the key qualifications for the position in boxes 1-4 below and indicate the degree to which each candidate meets each essential qualification. (Example: exceeds, meets, does not meet).			

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