

**STAFF - REQUEST TO HIRE FORM** Rev. 02/19/2021

Department/Administrative Office

Position Title

Employee Name

Effective Date

Employee's Email Address

Employee's Mobile Number

Pay Rate

per

Months

Other

*I acknowledge and agree to provide to Human Resources the supporting documentation (i.e. reference checks, evaluation forms/surveys/rubrics, hand-written & typed notes, etc.) for ALL candidates that were interviewed.*

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**General Information**

New Appointment

Transfer

Promotion

Temporary Appointment To begin:

and end:

(date)

(date)

Total Number of Applications

Total Number of Candidates Phone Screened

Total Number of Finalists Interviewed

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**Approval Signatures**

Hiring Supervisor/Department Chair Signature

Date

Area VP/Provost/President Signature

Date

Print Name

Print Name

Director of Human Resources Signature

Date

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**EVALUATION**

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

<b>Finalist names and information (if more than 4, please add additional pages)</b>	<b>Key Qualifications:</b> List the key qualifications for the position in boxes Q1-Q4 below and indicate the degree to which each candidate meets each essential qualification (example: exceeds, meets, does not meet). Please also share why the candidate did/did not meet each essential qualification.			
	Qualification 1	Qualification 2	Qualification 3	Qualification 4
Finalist 1 name:				
	Rationale:	Rationale:	Rationale:	Rationale:
Finalist 2 name:				
	Rationale:	Rationale:	Rationale:	Rationale:
Finalist 3 name:				
	Rationale:	Rationale:	Rationale:	Rationale:
Finalist 4 name:				
	Rationale:	Rationale:	Rationale:	Rationale: