**Request to Hire Form**

 ***(not for part-time employees)***



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| **REQUESTOR’S INFORMATION** |
| Name:  | Department:  | Date:  |
| **TYPE OF HIRE REQUESTED** |
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| [ ]   | Full-time Classified Staff (i.e. non-faculty that work 30-40 hours per week) |
| [ ]  | Short-term Classified Staff (i.e. non-faculty that work 30-40 hours per week, but have an end date on their employment) |
| [ ]  | Temporary Reassignment (i.e. employee that transfers into a short-term position, but has reversion rights to their previous position) |
| [ ]  | Short-term Faculty (i.e. faculty that work 30-35 hours per week, but have an end date on their employment) |
| [ ]  | Short-term Renewal (i.e. extension of a current short-term employee to a new end date) |

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| **POSITION INFORMATION** |
| HCM Position Title: Working Title (if applicable): HCM Position Number: Account # or Grant # (i.e. HCM Chartfield): Work Calendar: [ ]  12 Months [ ]  Other      \_\_\_\_\_\_\_\_\_Work Days: Work Hours:  | Is this request to replace a budgeted position?[ ]  Yes, enter name of previous employee: [ ]  NoIs this request for a new position?[ ]  Yes [ ]  No |
| Desired Start Date: End Date (if short-term):  | If this request is to renew a short-term position, indicate how the position was previously funded:  |
| **INCLUDE THE FOLLOWING DOCUMENTS** |
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| 1. Justification for the Request to Hire (include any metrics/data that you feel is relevant)
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| 1. Organizational/Departmental Chart
2. HCM Job Description
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| **APPROVAL TO SUBMIT FOR CONSIDERATION** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor/Department Chair Date  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Vice President/Administrator Date |
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| STOP HERE! |
| Please print and submit one (1) completed packet to the office of Business Services in the Administration building. Packets received by 12:00pm on Friday will be placed on the agenda for the Council’s upcoming meeting on Monday. |
| **PRESIDENT’S EXECUTIVE COUNCIL** |
| Date Discussed: Vote Count: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Budget Administrator Date | Approved for Hire? [ ]  Yes [ ]  No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College President Date |