

**REQUEST TO HIRE**

Preferred Candidate's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_  
Job Title\_\_\_\_\_  
Current Campus/Center Location\_\_\_\_\_  
Immediate Supervisor's Name\_\_\_\_\_  
Department/Division**Check One:**  **Part-time**       **Seasonal/Temporary**       **Full-time****Check One:**  **New Position**       **Replacement Position**Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Date of Hire: \_\_\_\_\_ Pay Rate/Salary: \$ \_\_\_\_\_ Check One:  Annually  Hourly

Account/Dept. Budget No.: \_\_\_\_\_

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**Immediate Supervisor Acknowledgement**

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We certify that the above-mentioned candidate meets all necessary requirements for employment, and all necessary documentation has been attached for review (including the employee's job application, job description, resume and transcripts (if required), etc.). Thus, we submit this preferred candidate's recommendation for full consideration of employment.

\_\_\_\_\_  
Immediate Supervisor's Signature      Date\_\_\_\_\_  
Division's Vice President's Signature      Date

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**Human Resources Acknowledgement**

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I certify that the above-mentioned employee has met all necessary requirements for employment and all necessary documentation required is attached (and has been reviewed and approved by Human Resources).

\_\_\_\_\_  
Director of Human Resources Signature      Date

**Recommendation:**

- Approved       Denied

Comments:

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\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

The following documents must accompany the "Request to Hire" form for consideration of approval by the President:

- Completed Application for Employment
- Official Job Description
- Resume *(if applicable)*
- Unofficial Transcripts *(Official Transcripts Must Be Submitted to Human Resources Prior to the Employee's Employment Start Date)*