



Hiring Request Form

- This form is to ensure all necessary information for filling a position within the College of Education is provided for approval. This information will also serve as a guide for posting positions when applicable.
- This document must be completed and approved by all applicable parties before a hiring transaction may begin.

Select the type of position you would like to fill

☐ Temporary

20 or more hrs/week; up to 9 months

☐ On-Call

Less than 20 hrs/week; indefinite

☐ Student Employee

Registered & Enrolled; up to 29 hrs/week

☒ Graduate Assistant

Registered & Enrolled

Position & New Hire Information

Name of Hire:		Email Address:	
Desired Start Date:		End date(if applicable):	
Job title:		Department/Unit:	
Supervisor:		Supervisor's title:	
Building:		Pay rate/range:	
Employment %:		Room/Suite #:	

Employee will be working with cash, financial information or children under the age of 17:

Position Summary/Job Duties

Provide a brief overview of the basic function of the position



Hiring Request Form

Account Information

Account	Sub-Acct	Sub-Object	Project Code	Percent	Org Ref ID

Hiring Authorizations

Position must be approved with signature from unit Dean/Director/Chair and Fiscal Officer to advance the hiring process.

Dean/Director/Chair: _____ **Date:** _____

Fiscal Officer: _____ **Date:** _____