



Request to Hire a Part-Time Hourly Employee

Name:	
Preferred Start Date:	

Budget Information:

Org/Dept Number	
Project Number	
Hourly Rate:	

Comments:

Hiring Approvals:

Hiring Official		Date:
Vice President		Date:
President		Date:

This portion to be completed by HR

Hire Date		Time & Labor/HOL	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee ID		FLSA/FICA		
Lump Sum		Benefits	<input type="checkbox"/> NOF	<input type="checkbox"/> NBP
Org. Code		SUT Exempt	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code		GDCP Enroll	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Number		GDCP Exempt List	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Salary Plan		Email Address:		
Position Number				

Director of Human Resources Signature / Date: _____

VP of Finance & Administration Signature / Date: _____



Part-Time Hourly Candidate Interview and Approval Checklist

**Complete this form after interviews are initiated and candidate is selected and approved.
After form is complete submit to Human Resources along with all interview notes and approval documents.**

Position: _____

Interview Committee (If applicable)
1.
2.
3.
4.
5.

<u>Top 3 Candidates</u>	Results:
<u>1.</u>	
<u>2.</u>	
<u>3.</u>	

Selection Rubric Included (if applicable)

Documents to submit to Dr. Daniel for Approval of Selected Candidate

- Complete ROPA with selected candidates' information
- Copy of Request to Post Position
- Approval memo with **minimum of 2 references (3 strongly preferred)**
- Resume and/or Hirebridge Application

Submit to Human Resources

- Signed Approval from Dr. Daniel
- Signed ROPA
- All interview notes (*interview notes should be in a file and labeled with position name*)

I acknowledge I have included all interview notes and any approval documents with this file and is submitting to Human Resources.

Signature: _____ **Date:** _____