

**St. Cloud State University  
Request to Hire Approval Form**

Date \_\_\_\_\_ Job Title \_\_\_\_\_

College/Hiring Unit \_\_\_\_\_ Department \_\_\_\_\_

Our department would like to request:

- Classified (i.e. AFSCME, MAPE, MMA)
- MSUAASF
- MnSCU Administrator

- Emergency/Temporary/Fixed Term
  - \_\_\_ for permanent employee on leave
  - \_\_\_ for additional help
  - \_\_\_ to replace existing employee due to transfer, bid, or resignation

- Position Description is attached  
(All requests must have a current position description)

\_\_\_\_\_ Proposed dates of employment\*  
(beginning and end dates)

- New Position  
All Bargaining Units: Include Organizational Chart  
MSUAASF and Administrators: Include Position Analysis Questionnaire

- Permanent/Probationary  
\_\_\_\_\_ Proposed start date

Name of employee that vacated the position \_\_\_\_\_

- employee transferred to another dept.     employee left SCSU employment
- other \_\_\_\_\_

Position Number \_\_\_\_\_ Cost Center to be charged \_\_\_\_\_

Comments:

**Signatures/Routing:**

**Recommendation:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved

\_\_\_\_\_  
Vice President of Hiring Unit Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved

\_\_\_\_\_  
HR: Unclassified - Director / Classified – Assistant Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved

\_\_\_\_\_  
Budget Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved

Comments:

\* If requesting a temporary/fixed term appointment extending beyond 12 months, please explain reason in the top comment box.

cc: Immediate Supervisor – If a Search Committee requires or would like to request representation from MSUAASF, AFSCME, MAPE or MMA, contact the Office of Administrative Affairs.