



Request to Hire Approval Form
CLASSIFIED EMPLOYEES

College/Hiring Unit _____ Department _____ Date _____

Our department would like to request:

Classified Permanent Hire (i.e. AFSCME, MAPE, MMA)

New

Position Description & Org Chart

Existing

Position Description

Copy of resignation letter or retirement letter

Classified Emergency/Temporary Hire

for permanent employee on leave

for additional help

to replace existing employee due

to transfer, bid, or resignation

Proposed dates of temp/emg employment**

From _____ to _____

Job Classification _____ Name of Person Vacating Position _____

Cost Center to be Charged _____

Shift _____ Day of Work _____ - _____ Hours of Work _____ to _____

Reason Position Vacant: New position Retirement Transfer /Bid Resignation Other*

Please define other* or list any further information:

HR USE ONLY

Position Control Number _____ Salary Min/Max Rate From \$ _____ to \$ _____

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: Classified - Assistant Director _____

Date _____

Approved _____

Not Approved _____

Budget Officer _____

Date _____

Approved _____

Not Approved _____

** If requesting a temporary appointment extending beyond 12 months or conducting a search consult with Human Resources