

**ST. CLOUD STATE UNIVERSITY**  
**MSUAASF EMPLOYMENT REQUEST FORM**

- If the Employment Request is for a new employee, the hiring unit will need to log in to NEOGOV and print the Job Posting, Notice of Vacancy, the New Hire Application, Vita, Transcripts, and References and attach to this form.
- If the person has been previously employed here, this information may be on file in the Human Resources Office. A copy of this form will be returned to the Unit Vice President.

Name \_\_\_\_\_ Campus Address \_\_\_\_\_ Tech ID: \_\_\_\_\_  
(First) (Middle Initial) (Last)

Dept. \_\_\_\_\_ Title \_\_\_\_\_

Salary Recommended \$ \_\_\_\_\_ Type of Appointment: Fixed Term  Probationary   
(check one)

Appointment Period \_\_\_\_\_ Notification Date/Permanent Status \_\_\_\_\_

Appointment is \_\_\_\_\_ percent of full time during the appointment period.

Previously employed at St. Cloud State? If yes, indicate latest year \_\_\_\_\_

SPECIAL ASSIGNMENTS: List special assignments; include percentage of teaching and/or non-teaching assignment.

**SOURCE OF FUNDING:**

\_\_\_\_\_ M&E/Cost Center: \_\_\_\_\_  
\_\_\_\_\_ Health Services  
\_\_\_\_\_ Residence Hall  
\_\_\_\_\_ Student Union  
\_\_\_\_\_ Other (specify): \_\_\_\_\_

**Identification of Position:**

Requisition #: \_\_\_\_\_ PCN: \_\_\_\_\_  
\_\_\_\_\_ Replacement for \_\_\_\_\_ (name)  
\_\_\_\_\_ Additional Position  
\_\_\_\_\_ Other: (specify) \_\_\_\_\_

**APPROVAL OF EMPLOYMENT REQUEST:** (Note any conditions above or on separate sheet.)

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Director of Grants & Contracts \_\_\_\_\_ Date \_\_\_\_\_  
(for grant funded appointments)

HFER approved  Initial and Date \_\_\_\_\_ Date \_\_\_\_\_

Institutional Equity and Access Officer \_\_\_\_\_ Date \_\_\_\_\_

Unit Vice President \_\_\_\_\_ Date \_\_\_\_\_

Salary Approved \$ \_\_\_\_\_ Salary Range A B C D E Step \_\_\_\_\_ Exempt Non-Exempt  
(circle one) (circle one)

Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_  
(For Probationary Appointments only)