STUDENT AFFAIRS
ADMINISTRATIVE/PROFESSIONAL STAFF
REQUEST TO HIRE

POC No. (_____) Hiring Goal _____ Yes _____ No

Submit to the Vice President for Student Affairs after the interviewing process has been completed but before any commitment or offer has been made to any candidate. ***Please attach proposed offer letter and a short (1 or 2 page) resume for candidate(s) you are requesting approval to hire.***

Budget Information:

Department: _____

Position Title: _____ Item No. _____

Type of Position (check one)

_____ Current Position - Vice _____
_____ Redefined Position - Vice _____
_____ New Position

Position Classification: _____ FTE: _____

Anticipated Starting Date: _____ Intended Salary Offer $_____ Budget $_____

If intended offer is greater than budget, indicate source of funds: S&E $_____ Wages $_____

If other source, indicate source: _____ Amount $_____

Applicant Information (provide a number for each category)**:**

____ Number of applicants	____ Native American	____ Asian/Pacific Islander
____ Number of Females	____ Black (not of Hispanic origin)	____ Hispanic
____ Number of Males	____ Asian Indian	____ Unknown

Applicants Interviewed (in order of final preference)**:**

Name	Race	Gender

Request to Hire Top Preference:

_____
Department Head Date

Yes____No_____ Request to hire second preference if first rejects offer

Approval to Hire Top Preference:

_____
Vice President Date

Yes____No_____ Approval to hire second preference

Intended Salary offer to second preference $_____