

Request for Hire on Grants / Contracts

Position Information

Requestor: _____ Date: _____

Name of Hiree
(if known): _____

Department: _____ Job Title: _____

Part Time Full Time Permanent Temporary Student

Replacement New Hourly Salaried Staff

Tenure status: _____ If replacement, please
provide previous employee
name: _____ Start Date: _____ End Date: _____

Funding Source: _____ Wage/Salary: _____

Brief Description of Duties:

Position Justification (Please include a brief statement. If posting is required, this will be posted on the jobs site for internal review only):

Supervisor Signature *Date*

Approval to Post

Approved Salary: \$ _____ Approved Position #: _____

Dean's Signature *Date*

Confirmation of Posting

Job Posted: _____
Name Date

Confirmation of Hire

EPAF #: _____
Name Date