

## FACULTY REQUEST TO HIRE

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

Candidate Selected: \_\_\_\_\_ Proposed Salary: \_\_\_\_\_

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### GENERAL INFORMATION

Visiting, Non-tenure track       Tenure-track       Adjunct

Beginning Date of Employment: \_\_\_\_\_

Total Number of Applications: \_\_\_\_\_ Total Number of Candidates Interviewed: \_\_\_\_\_

*Supporting Documentation Required: Attach reference checks, evaluation forms and release forms and any other supporting documentation, then forward to the Provost for approval.*

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### APPROVAL SIGNATURES

Signature: \_\_\_\_\_      \_\_\_\_\_      Signature: \_\_\_\_\_      \_\_\_\_\_  
*Department Head*      *Date*      *Provost/Area VP*      *Date*

Signature: \_\_\_\_\_      \_\_\_\_\_  
*Associate Vice President for Human Resources*      *Date*

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### TO BE COMPLETED BY HUMAN RESOURCES

*Background checks completed:*    \_\_\_\_\_ Secondary Education Verification    \_\_\_\_\_ Professional License Verification    \_\_\_\_\_ Motor Vehicle Report  
\_\_\_\_\_ Previous Employment Verification    \_\_\_\_\_ Present Employment Verification    \_\_\_\_\_ Testing    \_\_\_\_\_ Criminal Background

**Evaluation**

Please list the names of those serving on the interview team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name	M/F	Race	Key Qualifications: List the key qualifications for the position and indicate the degree to which each candidate meets each essential qualification. (Example: Meets, Exceeds, Does not meet, as strong as needed).			
<i>List all candidates interviewed for the position.</i>			1.	2.	3.	4.

Race Codes:    W=White        B=Black        H=Hispanic        A or PI=Asian or Pacific Islander    AI or AN= American Indian/Alaskan Native