**Hiring Request Form**

The Hiring Request Form can be typed as a fillable form or printed to write on. This form is required for all positions within University College. This includes all classified and unclassified new positions, vacated positions, term positions, graduate assistants, temporary assignments and contract renewals.

**Section A – Job Description**

Is this a new or existing position? Place an X in the fill box or circle your choice below.

 New Existing Promotion/Reclassification

|  |  |  |
| --- | --- | --- |
| Position Title:  | Position Working Title:  | Department:  |
| Position Number:  | Begin Date: End Date:  | Pay Grade: Salary:  |
| Full Time Part Time  | ­­­Continuing Term/Temp Grant Funded  | Classified Unclassified Graduate Assistantship  |

Name of person to be hired, promoted/reclassified, etc.

Will this position be posted or will you request a waiver of posting? Posting Waiver

*Please attach detailed rationale for waiver and resume of intended candidate.*

Could the work for this position be distributed to an intern, temporary, or current staff? Please explain your response. Click here to enter text.

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What outcomes will be achieved? How do these outcomes align with department and college goals? Click here to enter text.

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**Section B – Job Description**

Is there an existing position on the HR website at <http://hrservices.kent.edu/comp/content.asp>?

 Yes No

If yes, attach job description. If no, visit the HR website listed above to complete a draft of the position you want to propose.

**Section C – Funding**

Is the funding for this position currently in your approved budget for the fiscal year? If no, use Comments Section to explain how position will be funded. Use Comments Section if more than two indexes are required.

 Yes No

|  |  |  |  |
| --- | --- | --- | --- |
| Index | Account Code | Org Code | Distribution Percent |
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| Index | Account Code | Org Code | Distribution Percent |
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Comments: Click here to enter text.

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Director Signature Date

**Assistant Dean Approval**

 Hire Recommended Hire Not Recommended

Comments: Click here to enter text.

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Assistant Dean’s Signature Date

**Dean Approval**

 Hire Recommended Hire Not Recommended

Comments: Click here to enter text.

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Dean’s Signature Date

Form Revised 2/24/17