



REQUEST TO HIRE EMPLOYEE

Date: _____

Requestor's Name & Title: _____

Department: _____

Student Position Requested: _____

Date Position Will be Available: _____

of Hours Per Week (not to exceed 20) _____

Scheduled Work Days _____

Hourly Rate Requested: _____

Charge Account Number: _____

Basic Job Duties: _____

Knowledge, Skills & Abilities Required _____

Director/Chairperson Signature

FOR HR USE