



# PERSONNEL AUTHORIZATION TO HIRE

(print on green paper)

PLEASE USE A SEPARATE FORM FOR EACH PERSONNEL OPENING

DATE \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_

### SALARY INFORMATION

DEPARTMENT \_\_\_\_\_

SALARY \$ \_\_\_\_\_ per  hour  week  year  
 semester

FULL-TIME       PART-TIME ( \_\_\_\_\_ HRS/WK.)

BENEFITS

State Funded

UNIT (specify) \_\_\_\_\_

Grant Funded/Other (specify) \_\_\_\_\_

TEMPORARY

TENURE TRACK

OTHER \_\_\_\_\_

Application Closing Date: **See Attached Job Description**

Description of Duties/ Qualifications: **See Attached Job Description**

Advertisement/Recruitment Sources: **See Posting Sheet** (generated by HR)

Search Committee Members (including Committee Chair):

Starting Date of Position \_\_\_\_\_

Replacement for: \_\_\_\_\_

Ending Date of Position (if applicable) \_\_\_\_\_

New Position

Authorized By:

Received by:

\_\_\_\_\_  
Hiring Manager

\_\_\_\_\_  
Director of Human Resources/Affirmative Action Officer

\_\_\_\_\_  
Vice President or Head of Department

\_\_\_\_\_  
Comptroller

\_\_\_\_\_  
Vice President of Administration & Finance

\_\_\_\_\_  
President