Staff Request Form

Funding approval needed: Contact Silke Krueger or RA team to confirm funds are available prior to hire. This approval will be attached to your request to hire.

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| --- | --- |
| Position Requested By: |  |
| **Job Title** |  |

**Job Description** (descriptive picture of what you do and why you need help to accomplish your goal):

**Working Environment** (what the applicant can expect):

Click here to enter text.

**Essential Duties** (tasks to achieve goals; also indicate specific hours if needed):

**Desired Qualifications** (preferred skills/experience):

|  |  |  |
| --- | --- | --- |
| Estimated Start date: |  | |
| Number of Positions: |  | |
| Hours Per Week: |  | |
| Pay Rate |  | |
| Funding Account Number: |  | |
| HR Department Code: | **B1728** | |
| What account will be used for the background check? (Background charges may not be allowed on your grant account): | |  |

Position Justification (why are you hiring):

Where will the new hire work?

Building: Click here to enter text. Room: Click here to enter text.

**Get Department Chair signature**- **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Use:**

|  |  |  |
| --- | --- | --- |
| Job Code: | Position #: | Date Posted: |
| REQ Number: | Account #: | Date Close: |
| App Deadline: | Pay Rate: | Start Date: |