

RECRUITMENT AUTHORIZATION & HIRING APPROVAL

This form is used to recruit employees to fill existing vacant positions only. To create a new position and initiate recruitment at the same time, this form must be accompanied by a **Position Action Request**.

TO INITIATE RECRUITMENT: Complete Sections I & II and send a copy to Human Resources by fax to 778-7254, by email to llodge2@washcoll.edu, or by campus mail. [Original signatures are not required.]

TO HIRE A NEW EMPLOYEE: Complete Section III and send a copy to Human Resources with all approvals by fax to 778-7254, by email to llodge2@washcoll.edu, or by campus mail. [Original signatures are not required.]

I. POSITION INFORMATION		Call Human Resources to verify information for Section I.			
Hiring Official					
Contact Info	Email		Phone		
Position Title		Position No.			
Department		Salary Grade	A -	H -	
Funding Source No.	__ - ____ - ____ *	Salary Range	Minimum \$	Midpoint \$	
*61010 FACULTY SALARY		*61015 FACULTY STIPEND		*61025 REGULAR HOURLY SALARY	
*61028 TEMPORARY HOURLY SALARY		*61045 ATHLETIC RECRUITING		*61050 REGULAR SALARY (EXEMPT)	
Departments may recruit up to the current budgeted salary, not to exceed the salary range midpoint. Additional salary funds require prior approval by VP for Finance & Administration.			Current Salary Budget	\$ _____ Annual	\$ _____ Hourly
<input type="checkbox"/> New Position	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Regular	<input type="checkbox"/> Exempt		
<input type="checkbox"/> Existing Position	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-Exempt		
Position Effective Date(s)		Hours / Week			
Name of employee being replaced, if applicable:					
Recruitment Sources or Instructions:					
II. RECRUITMENT AUTHORIZATION					
Department Head or Director				Date	
Vice President, Dean, or Senior Staff				Date	
Chief of Staff Release From Hiring Freeze				Date	

III. HIRING RECOMMENDATION & APPROVALS		Submit This Section to Recommend New Hire.			
Name		Hire Date		Recommended Salary Offer	\$
Funds Available (Required) = Current Salary Budget - Recommended Salary Offer					\$
Additional salary funds require prior approval by the Vice President for Finance & Administration and the President.					
Hiring Official [1 st Line Supervisor or Manager]				Date	
Authorizing Official [Dept Head or Director]				Date	
Budget Director / VP Finance & Admin				Date	
President [Required for additional funds only.]				Date	
HR/EEO		Offer Extended	Offer Accepted	New Hire Packet	Posted to Datatel

Only the Provost or Human Resources may extend an employment commitment to a prospective employee. Hiring Officials and Department Heads are not authorized to extend employment offers.