

ALABAMA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES



NEW HIRE REQUEST

SELECTED CANDIDATE: _____

EMPLOYMENT STATUS WITH ASU: Current Employee () Former Employee () most recent dates of employment _____ -- _____
MM/YYYY to MM/YYYY

POSITION TITLE: _____ POSITION # _____

COLLEGE/DEPT./ADMINISTRATIVE UNIT: _____ SUPERVISOR: _____

SALARY: Annually \$ _____ Part-Time Position: Hourly Rate \$ _____ Total Allowed \$ _____

SOURCE OF FUNDING: General Fund () Grants () Title III () Federal Funds () Other _____

Funding Acct. Number: a. _____ - % _____; b. _____ - % _____; c. _____ - % _____

Does recommended candidate need a Visa or Work Permit? No ___ Yes ___

If yes, what is the candidate's current status? _____ Expiration date of current status _____

Is the candidate in the United States? No ___ Yes ___

(Office of Human Resources Use Only)

Contract Salary: \$ _____

FLSA: Exempt/Monthly ()

Non-Exempt/Bi-Weekly ()

EEOC: _____

Job Class Code: _____

Occupational Group: _____

APPLICANTS IN RANK ORDER

1. _____
2. _____
3. _____
4. _____

SEARCH COMMITTEE MEMBERS:

***Required for Director level or higher positions only.**

1. _____
2. _____
3. _____
4. _____
5. _____

CHAIR OF SEARCH COMMITTEE DATE

COLLEGE DEAN/CHAIR /DEPARTMENT HEAD DATE

AREA VICE PRESIDENT DATE

PROVOST
CHIEF OF STAFF

DIRECTOR OF INTERCOLLEGIATE ATHLETICS

ASSIST. VP FOR HUMAN RESOURCES DATE

RECOMMENDATION FOR HIRE