STUDENT EMPLOYEE HIRE REQUEST

Date: _____   Requested by: _____

Number of openings: _____   Start Date: _____   End Date: _____

Classification (see classification descriptions):   ❐ SAII   ❐SAIII   ❐SAIV   Appt. % _____

❐ New Recruitment
    Name of person reviewing applications: _____ e-mail:_____
                                                 (applications will be emailed to this person for review)
❐ Preselect
    Name of student: _____ Student ID: _____

❐ Posting Dates: From: _____ To: _____ (we will post for 2 weeks unless otherwise instructed)

❐ From existing position description. Position: _____
                                   (will use existing position description in job posting)

❐ New Position. Please complete the following:

Job Purpose: _____ (for example: "Instructional Support Assist.)

Job Description (see Job Classification Guidelines):

Qualifications (Please list the skills, knowledge and abilities required for this position):

Account to charge: _____

_____   _____
 (Account Manager)   (Account Authority Approval)

*Student Employment must review and approve the job posting before it is posted, please allow 2-3 days for this review.