RECRUITMENT AND HIRING – STAFF

The President of the University must approve the hiring of all Cumberland University employees, prior to their starting date. Noncompliance of the policies and procedures for staff recruitment and hiring may result in reevaluation of the position and/or delayed compensation.

PART I: Request to Recruit

• POSITION: ________________________________

  Core, Full-time _____  Core, Part-time* _____  Temporary** _____

  * If a core, part-time position, hours per week: ________________________________

  ** If temporary position anticipated length of appointment: ________________________________

  _____ Account # Established: Job Description on file in Office of Human Resources

  If established, name of the previous employee ________________________________

  _____ New: Request Letter and Job Description Attached

• COMPENSATION

  This position is budgeted at $ __________.

  This position is not budgeted - source of funds:

• MINIMUM REQUIRED QUALIFICATIONS

  The employer has the burden of proving that an employment requirement is directly job related as a “business necessity.”

  Level of Education:

  Experience:

  Skills:

  ________________________________ ________________________________
  Supervisor of Position                          Date

  ________________________________ ________________________________
  Area Vice President                          Date

  ________________________________ ________________________________
  Director of Human Resources                  Date

  ________________________________ ________________________________
  Vice President for Finance                   Date

  ________________________________ ________________________________
  President of the University                 Date
PART II: Request to Hire

- NAME: Attach original resume/application
- TITLE: __________________________________________
- COMPENSATION: _________   ___ annual   ___ hourly
  If compensation is different than budget amount, explain: see attached

STARTING DATE: __________________________

Supervisor of Position                          Date

Area Vice President                             Date

Director of Human Resources                     Date

Vice President for Finance                     Date

Approved: ____________________________________

President of the University                     Date

Upon completion of this form, forward original and required documentation to the Director of Human Resources.

Date Received in the Office of Human Resources for processing: ______________
Job Description: __________  Type: __________  Category: __________  Status: __________