

ALABAMA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES



NEW HIRE REQUEST

RECOMMENDED CANDIDATE: _____

POSITION TITLE: _____ POSITION # _____

REASON FOR VACANCY: () New Position () Replacement/ Name of Previous employee: _____

COLLEGE: _____ DEPT: _____ SUPERVISOR: _____

RECOMMENDED SALARY: _____ SOURCE OF FUNDING: _____

Account #1 _____ Account #2 _____ Account #3 _____ Account #4 _____ Account #5 _____

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

If so, 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)

STARTING DATE _____ Contract Salary: _____ FLSA: _____ Monthly: _____ Bi-Weekly: _____

EEOC: _____ Job Class Code: _____ Occupational Group: _____ All Check list documents included: YES () NO ()

APPLICANTS IN RANK ORDER

- 1ST. _____
- 2ND. _____
- 3RD. _____

**SEARCH COMMITTEE MEMBERS:
*Required for Director level or higher positions only.**

- 1. _____
- 2. _____
- 3. _____

CHAIR OF SEARCH COMMITTEE DATE

COLLEGE DEAN/CHAIR /DEPARTMENT HEAD DATE

AREA VICE PRESIDENT DATE
CHIEF OF STAFF
DIRECTOR OF INTERCOLLEGIATE ATHLETICS
PROVOST

RECOMMENDATION (JUSTIFICATION OF APPOINTEE):

Check list of documents that must be included for Instructional positions:
() Official transcripts for ALL earned degrees (with breakdown of GSH if applicable)
() Copy of current faculty resume/vita
() Copy of Current professional licenses/certifications
() 3 Letters of reference and/or documentation that prove faculty professional qualifications (i.e. honors, awards, documented excellence in teaching, or other competencies and achievements that contribute to student learning outcomes)

DIRECTOR OF HUMAN RESOURCES DATE