

ALABAMA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES



**NEW HIRE REQUEST**

SELECTED CANDIDATE: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_ POSITION # \_\_\_\_\_

COLLEGE/DEPT./ADMINISTRATIVE UNIT: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

SALARY: Annually \$ \_\_\_\_\_ Part-Time Position: Hourly Rate \$ \_\_\_\_\_

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. \_\_\_\_\_

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

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**RECOMMENDATION FOR HIRE**

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\_\_\_\_\_  
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