

**APPENDIX L**  
**REQUEST TO HIRE SUPPORT OR ADMINISTRATIVE STAFF**  
(Print on Blue Paper)

# Request To Hire Support Or Administrative Staff

Date requested August 15, 2001

Name of Department FINANCIAL AID

Box No. 70722 Employee Campus Office # 105

Building Name Dossett Hall

Department Acct.# 2-55100 Position# 110443

Check Dist.# 123 Time Keep.# 280

Contact Person F. A. Finance Ext. 95555

### Position Information:

- Support Staff
- Administrative
- Job Title: Secretary 2, Level 4
- Annual Salary/Hourly Amount \$13,440.00
- Pay Base Code F Object Code 13
- This is a replacement for an existing approved position, formerly occupied by Opal Smith
- This is creating a new position request.
- This is a transfer.
- The Record of Applicants form is attached - Form # 104 must be attached.
- This position was approved for advertising on July 15, 2001
- This position was advertised  ETSU Employment Opportunities  Newspaper  Journal
- Full time % employment 100
- Part-time (Enter # hrs. per week) \_\_\_\_\_
- Temporary on an as needed basis (From \_\_\_\_\_ to \_\_\_\_\_)
- Temporary on a regular basis (From \_\_\_\_\_ to \_\_\_\_\_)
- Previously employed in this position: (From \_\_\_\_\_ to \_\_\_\_\_)

It is recommended that John Henry whose application is attached be appointed.

Social Security # 555-55-5555

Preferred date of employment August 31, 2001

Deferred date of employment Sept. 15, 2001

### Funding: (This section to be completed by Human Resources and verified by Director of Budgets.)

Current Budget \_\_\_\_\_ Used Fiscal Year \_\_\_\_\_ Required if filled \_\_\_\_\_ Savings/Overage \_\_\_\_\_

Requested by _____ (1)*	Date _____
Assistant Dean.....Recommend Approval	Date _____
Associate Dean.....Recommend Approval	Date _____
<b>Dean/Director</b> .....Recommend Approval	(2) Date _____
Vice President .....Recommend Approval	(3) Date _____
Budget.....Recommend Approval	(4) Date _____
Human Resources .....Recommend Approval	(5) Date _____
Affirmative Action.....Recommend Approval	(6) Date _____
V.P. for Administration .....Recommend Approval	(7)** Date _____
President .....Recommend Approval	Date _____

\* Numbers indicate sequence of routing approval.  
 \*\* President's design

# Request To Hire Support Or Administrative Staff

Date requested \_\_\_\_\_

Name of Department \_\_\_\_\_

Box No. \_\_\_\_\_ Employee Campus Office # \_\_\_\_\_

Building Name \_\_\_\_\_

Department Acct.# \_\_\_\_\_ Position# \_\_\_\_\_

Check Dist.# \_\_\_\_\_ Time Keep.# \_\_\_\_\_

Contact Person \_\_\_\_\_ Ext. \_\_\_\_\_

**Position Information:**

- Support Staff
  - Administrative
  - Job Title: \_\_\_\_\_
  - Annual Salary/Hourly Amount \_\_\_\_\_
  - Pay Base Code \_\_\_\_\_ Object Code \_\_\_\_\_
  - This is a replacement for an existing approved position, formerly occupied by \_\_\_\_\_
  - This is creating a new position request.
  - This is a transfer.
  - The Record of Applicants form is attached - Form # 104 must be attached.
  - This position was approved for advertising on \_\_\_\_\_  
This position was advertised  ETSU Employment Opportunities  Newspaper  Journal
- Full time % employment \_\_\_\_\_
  - Part-time (Enter # hrs. per week) \_\_\_\_\_
  - Temporary on an as needed basis  
(From \_\_\_\_\_ to \_\_\_\_\_)
  - Temporary on a regular basis  
(From \_\_\_\_\_ to \_\_\_\_\_)
  - Previously employed in this position:  
(From \_\_\_\_\_ to \_\_\_\_\_)  
(From \_\_\_\_\_ to \_\_\_\_\_)

It is recommended that \_\_\_\_\_ whose application is attached be appointed.

Social Security # \_\_\_\_\_

Preferred date of employment \_\_\_\_\_

Deferred date of employment \_\_\_\_\_

**Funding:** (This section to be completed by Human Resources and verified by Director of Budgets.)

Current Budget \_\_\_\_\_ Used Fiscal Year \_\_\_\_\_ Required if filled \_\_\_\_\_  
Savings/Overage \_\_\_\_\_

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Assistant Dean.....	Recommend Approval _____	Date _____
Associate Dean.....	Recommend Approval _____	Date _____
Dean/Director.....	Recommend Approval _____	Date _____
Vice President .....	Recommend Approval _____	Date _____
Budget.....	Recommend Approval _____	Date _____
Human Resources.....	Recommend Approval _____	Date _____
Affirmative Action.....	Recommend Approval _____	Date _____
V.P. for Administration .....	Recommend Approval _____	Date _____
President .....	Recommend Approval _____	Date _____