**Temporary Request To Hire**

**No employee is to be allowed to begin work prior to notification from the Office of Human Resources that the appointment has been approved. The employee’s I-9, W-4, and direct deposit forms (located at** [**http://www.etsu.edu/humanres/forms.php**](http://www.etsu.edu/humanres/forms.php)**) should be received on or before the date of hire.**

It is recommended that       , whose application is {[ ]  in eJobs} or {[ ] on file} be appointed.

E#

**Background Screenings (*Required for Designated Positions*):**

[ ]  Completed by Department [ ]  Not Required [ ]  Must be Completed by Human Resources

Name of Department       Home Dept. Org. # (*employee reports here*)

Box #       Employee Campus Phone #

Building Name       Room #

Index # (*employee charged here*)       Position #

Check Distribution #       Timekeeping #

Contact Name       Contact Extension

Supervisor       Supervisor E#

**Position Information:**

[ ]  Support Staff (61320) (Hourly Salary) $      (at least minimum wage)

[ ]  Professional (61620) (Monthly Salary) $      (at least $2,964 per month)

Job Title:

Short Description of Duties to be performed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| [ ]  Full-time Temporary | Start Date: |       | End Date: |       |
| *(If this is a renewal, the employee must have a consecutive 14 day break in service)* |
|  |  |  |  |  |
| [ ]  Part-time Temporary | Start Date: |       | End Date: |       |
| Hours Per Week: |       |  |  |  |
|  |  |  |  |  |
| [ ]  Temporary on an ***as needed basis*** | Start Date: |       | End Date: |       |
|  |  |  |  |  |
| [ ]  Seasonal Temporary | Start Date: |       | End Date: |       |

Note: Temporary employees who work 30 hrs or more in a week may be offered benefits.

**To be completed by Human Resources only:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_