

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>) 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. # (<i>employee reports here</i>) _____
Box # _____	Employee Campus Phone # _____
Building Name _____	Room # _____
Index # (<i>employee charged here</i>) _____	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: _____