



Request to Hire a Full-Time Employee

This form must be completed and approved by the President prior to conducting the search.

Position Title:		
Department:		
Type of Position:	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty
Existing Position:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, replacing (name):		

Desired Start Date:	
Requested Salary Range:	
Authorized Salary Cap:	

Vice President Signature		Date:
President's Signature		Date:

Advertising Methods	Interviews
<input type="checkbox"/> Athens Technical College Website	<input type="checkbox"/> President Delegated Leader of Committee:
<input type="checkbox"/> Internal Posting Only	<input type="checkbox"/> Dr. Daniel plans to possibly interview

This portion to be completed by HR

Employee Name		HOL (822Hol)	<input type="checkbox"/> Yes		
Start Date		FICA/Pension			
New Employee ID		Benefits (FLX)	<input type="checkbox"/> Yes		
Approved Salary		Leave Management	<input type="checkbox"/> S	<input type="checkbox"/> A	<input type="checkbox"/> E
Monthly Amount		Time & Labor	<input type="checkbox"/> Timesheet		
Position Number		Schedule	<input type="checkbox"/> Yes		
Job Code		Email Address:			
Org/Dept. Code					

Director of Human Resources Signature / Date: _____

VP of Finance & Administration Signature / Date: _____



Candidate Interview and Approval Checklist

**Complete this form after interviews are initiated and candidate is selected and approved.
After form is complete submit to Human Resources along with all interview notes and approval documents.**

Position: _____

Interview Committee
1.
2.
3.
4.
5.

<u>Top 3 Candidates</u>	Interview with Dr. Daniel and VP Delegated as Lead Results:
1.	
2.	
3.	

Selection Rubric Included

Documents to submit to Dr. Daniel for Approval of Selected Candidate

- Copy of ROPA
- Approval memo with **minimum of 2 references (3 strongly preferred)**
- Resume and/or Hirebridge Application
- Copy of Transcripts (for faculty positions)**
 - Highlight candidate's 18 graduate credit hours on transcripts**
- OR**
- Went through Institutional Effectiveness for credentialing experience documentation, approved by Institutional Effectiveness VP**

Submit to Human Resources

- Signed Approval from Dr. Daniel
- Signed ROPA (for part-time and adjunct position only)
- Credential form with necessary signatures (for faculty only)
- All interview notes (interview notes should be in a file and labeled with position name)

I acknowledge I have included all interview notes and any approval documents with this file and is submitting to Human Resources.

Signature: _____ **Date:** _____