

REQUEST FOR APPROVAL TO HIRE/PROMOTE

REQUEST TO HIRE/PROMOTE			
Position:			
Department:			
Applicant's Name:			
<input type="checkbox"/> Reference Checks Attached		<input type="checkbox"/> Resume/Application Attached	
Applicant's Current Salary:		Expected Salary:	
Recommended Salary:		Budgeted Salary:	
Budgeted Annual Hours:		Budget Code:	
NOTE: If the recommended salary exceeds the current budget, identify the source of funds used to augment the budget: FAS Consent <input type="checkbox"/> Yes <input type="checkbox"/> No			
Additional Comments:			
_____ Supervisor Signature		_____ Date	_____ Phone / Fax
_____ Director/Dept. Head Signature		_____ Date	_____ Phone / Fax
<input type="checkbox"/> Faxed to Compensation Mgr., HR Department, x6127- Date:			

APPROVAL TO HIRE/PROMOTE	
Approved Salary: \$	
Comments:	
_____ <i>Compensation Manager Approval</i>	_____ <i>Date</i>
<input type="checkbox"/> Approval Faxed to Requesting Department – Date:	

CONFIRMATION OF THE OFFER	
Offer Extended by: <input type="checkbox"/> Supervisor <input type="checkbox"/> HR <input type="checkbox"/> Accepted <input type="checkbox"/> Declined	
Employment Date:	
<input type="checkbox"/> Employee asked to contact Employment Assistant, at (336) 758-3552 to schedule a drug screen.	
<input type="checkbox"/> Confirmation Faxed to Employment Mgr, HR Dept., x6127 – Date:	