

APPROVAL TO HIRE FORM

GRANT OR PROJECT NUMBER: _____

JOB TITLE: _____ EXEMPT: _____ NON EXEMPT: _____

NUMBER OF POSITIONS AVAILABLE: _____

PROSPECTIVE EMPLOYEE LOCATION: BUILDING NAME: _____

ROOM NUMBER: _____

POSTING DATE: _____ ENDING POSTING DATE: _____

SALARY RANGE: _____
FROM TO

TENTATIVE HIRED DATE: _____ HEKTOEN ORIENTATION DATE: _____*
*(3 WEEKS PRIOR TO HIRE DATE)

POST ADVERTISEMENT: _____

☛TRIBUNE ☛OTHER: _____

1. EXECUTIVE DIRECTOR: _____

2. ADMINISTRATOR (OVER PROGRAM): _____

3. DIRECTOR OF GRANTS: _____

4. HIRING MANAGER SIGNATURE: _____

5. HUMAN RESOURCES MANAGER: _____
(FAX FORM: 312-768-6010)

DATE RECEIVED BY HR DEPARTMENT: _____