



Recruitment Code: \_\_\_\_\_

**REQUEST TO RECRUIT  
(NON-ACADEMIC OR ADMINISTRATIVE PERSONNEL)**

To: Foundation Human Resources

From: \_\_\_\_\_  
Department/Project \_\_\_\_\_ Name of Department Head/Project Director \_\_\_\_\_

Project Director Information: Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Employee Leaving: _____	Conditions of Employment:
Position to be filled: _____	Percentage of time: _____
Date to begin interviews: _____	Length of employment: _____
Interviewers: _____	Working Hours: _____
_____	Termination date if position is temporary: _____
Acct #: _____	Benefits Included: ____ Yes, ____ No

**Open position for Internal candidates FIRST. Date position to be opened to external candidates:** \_\_\_\_\_

**Advertising needed.** (Position will be advertised in designated areas at the expense of the department/project).  
Please indicate external sites to advertise the position: (newspapers, web sites, journals etc.): \_\_\_\_\_

**I wish to waive recruitment requirements.** Please attach a justification for your request for a waiver including the resume of your chosen candidate.

**Please note:** Waivers are subject to the Foundation Director of HR approval and are not automatic upon request. The Director of HR will inform you of her/his decision.

Department Head/Project Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval for Opening Recruitment**

HR Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Analyst Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

**Offer Section.** To be completed by the hiring manager for Human Resources Director review and approval, once the recruitment process has reached a hiring selection.

Selected Candidate: \_\_\_\_\_

Foundation Title: \_\_\_\_\_ Job Code: \_\_\_\_\_  Exempt  Non-Exempt

Proposed Salary: \_\_\_\_\_ Reporting to: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

**Approvals:**

Project Director: \_\_\_\_\_ Date: \_\_\_\_\_

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

Foundation COO (Dir. and above positions): \_\_\_\_\_ Date: \_\_\_\_\_

Offer Letter Sent (date/method): \_\_\_\_\_ Benefit Presentation/Time/Location: \_\_\_\_\_