

JOB INFORMATION

Date submitted: _____ **Dept:** _____ **Unit:** _____

Proposed job title: _____ **Proposed pay rate(s):** _____

Supervisor name: _____ **Phone:** _____ **Location:** _____

Supervisor available to interview at the following times: _____

When/how soon are Temps needed? _____

Work-Study (WS) / non-WS designation (check one)

- 1. Work-Study students only
- 2. Either WS or non-WS students
- 3. Please send only WS students until (date) _____
after which send either WS or non-WS students

Job description (attach additional page if necessary):

Qualifications – Required:

Desired:

Educational value of the position (must be provided for Work-Study positions):

Number of students needed: _____ Number of hours/student/week: _____

Work schedule: _____

Other details: _____

Authorized signature: _____ **Authorized shortcode:** _____

HIRE INFORMATION

New employee name: _____ **UMID (if known):** _____

Anticipated start date: _____

The following to be completed by Library HR:

Approved job title: _____ Jobcode: _____ Approved pay rate(s): _____

Start date: _____