CANDIDATE SELECTION NOTIFICATION FORM

Once an applicant has been selected, complete this form and return to the Office of Human Resources

Please provide the following information to begin the hiring process:

1.) Name _____

2.) Address _____

3.) Start date* _____

**Start date to be scheduled for the first day of the new pay period to allow*

**Allow HR one week for processing offer paper work*

4.) Position _____

5.) Department _____

6.) Supervisor & Title _____

7.) Salary/hourly rate _____

**If rate exceeds requested range; obtain approval from Mike Grandchamp; attach approval document*

8.) Building: _____ Room Number: _____ Ext: _____

9.) _____ Full-time _____ Part-time _____ Temporary

10.) _____ Exempt (salary) _____ Non – Exempt (hourly

11.) _____ 12-month _____ 11-month _____ 10-month _____ 9-month _____ Other

12.) _____ Non - Academic year _____ Academic year

13.) I.T. Requirements

Equipment needs: ☐ Desktop ☐ Laptop ☐ Phone

System Account Requirements: ☐ E-mail ☐ My Data ☐ Canvas ☐ Portal ☐ S; drive ☐ Card Access

Other: _____

14.) Office Requirements (Facilities)

☐ Key ☐ Desk ☐ Chair ☐ Visitors Chair ☐ Filing Cabinet ☐ Book case ☐ Other

Other: _____

_____	_____	_____
Department Supervisor (print)	Vice President (print)	President* (print)
_____	_____	_____
Department Supervisor (sign)	Vice President (sign)	President* (sign)