



**HIRE FORM - PAGE 1**

Please scan & submit completed form to Access & Equity ([alfredw@clermson.edu](mailto:alfredw@clermson.edu)) and copy your Class & Comp Analyst.

<b>Employee Type</b>	
<input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Temporary	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
<input type="checkbox"/> Faculty - Tenure <input type="checkbox"/> Faculty - Non-Tenure	
<b>Action Type</b>	
<input type="checkbox"/> Regular Hire <input type="checkbox"/> Waiver <input type="checkbox"/> Hire above minimum	
<input type="checkbox"/> Interagency Transfer (External) <input type="checkbox"/> Assignment to new position (Internal) <input type="checkbox"/> Title Change (Faculty only)	
Is any PSA funding required? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Requisition No.: \_\_\_\_\_

Employee/Applicant Name: \_\_\_\_\_ Applicant or Empl ID: \_\_\_\_\_

Hiring Manager/Dept. Head: \_\_\_\_\_

	Employee Current Information	New Position Information	*Base salary is salary excluding longevity pay, shift incentive, temporary adjustments, etc.
College/Division/Dept Name:			
Dept/Position #			
Class/Slot/Band			
Title			
FTE			
Base Salary (or requested)			
Supplement with increase			
Supplement without increase			
Classified Minimum			
Classified Midpoint			
Classified Maximum			
Fringe Benefits Rates			
Estimated Fringe			
Total Salary (with Fringe)			
% Above Base Salary			

<b>Justification for Salary:</b>	Justification must be specific and detailed or the form may be returned. (Ex. Include details regarding pay increases/decreases, purpose for hiring above minimum of band, why employee is being assigned to a new position, etc.) For <u>ALL</u> pay increases/decreases, include specific details on the reasons for the change in pay. Attach additional sheets with agreements and other necessary documentation as needed.

**Required signature areas are on Page 2 of this form.**

**HIRE FORM - PAGE 2**

Is the University currently underutilized in this job group (employing fewer than expected numbers of minorities or females?) Y\_\_\_\_\_ N\_\_\_\_\_ If so, which groups? \_\_\_\_\_

Number of candidates who met minimum: \_\_\_\_\_ Number of candidates interviewed: \_\_\_\_\_

<b>Record of Interviews</b>				
	Name	Applicant ID	Date Interviewed	Candidate for Offer
1				
2				
3				
4				
5				

<b>Applicants who rejected offer</b>	
Name	Reason

<b>Required Signatures</b>	
Dept. Admin/ Hiring Manager: <i>(Required if different than Dean/Dept Head)</i>	Date:
Search Committee Chairperson: <i>(Required for unclassified positions only)</i>	Date:
Budget Center Approval: <i>(As required by the specific college/division)</i>	Date:
Dean/Department Head: <i>(Required for all)</i>	Date:
Vice President/Provost: <i>(Required for all)</i>	Date:
President: <i>(Required for New FTE and Athletics)</i>	Date:

Access & Equity Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<b>HR Use Only:</b>
Amount Approved: _____ Effective Date: _____
HR: _____ FTE Manager (Signature/Date)                      Class and Comp (Signature/Date)
Comments: _____ _____

Offers should not be extended to candidates until approval has been received by the Office of Access and Equity. If the candidate does not accept the position offer, you may move on to the 2<sup>nd</sup> choice without resubmitting to A & E.

**Final approval is contingent upon completion of a favorable background check.**