

PRE-HIRE FORM - PAGE 1

Please scan & submit completed form to the appropriate Classification and Compensation Analyst.
For Temporary Employees use the JEF form

Employee Type			
<input type="checkbox"/> Classified	<input type="checkbox"/> Unclassified	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
<input type="checkbox"/> Faculty - Tenure		<input type="checkbox"/> Faculty - Non-Tenure	
Action Type			
<input type="checkbox"/> Recruit	<input type="checkbox"/> Refill with changes	<input type="checkbox"/> Refill with no changes	<input type="checkbox"/> New FTE request (PD required*)
<input type="checkbox"/> Change in FTE	<input type="checkbox"/> Transfer	<input type="checkbox"/> Waiver	<input type="checkbox"/> Title Change (FPD required*)
* Not required for faculty			
Is any PSA funding required? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Section 1: Required information for all positions:

Position Information	
College/Division/Dept:	Projected Salary Range:
Dept. #/Position #:	Estimated Fringe:
Class/Job Code/Pay Band:	Funding/Accounts:
Position Title/FTE:	Supervisor-Dept/Posn #:
Office Address:	Hiring Manager/email:
	Recruiting Dates (From - To):
Office Phone:	Projected Hire Date:

Explanation of Funding/Justification for Position

Explanation must be specific and detailed or the form may be returned. Attach additional sheets as needed. If this is a **new** position or **new** funding is required, indicate source of new funding for salary **and** fringe benefits (ex. PSA, E&G, Aux, Grant and Contract, Other).

Required Signatures

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:

HR Use Only:

Position Assigned: _____ Requisition No: _____
State Position Number
Job Code/Slot
CUBS Dept/Posn

HR: _____
FTE Manager (Signature/Date)
Class and Comp (Signature/Date)
Recruitment (Signature/Date)

Section 2: To be completed for waiver positions only:

This process should *only* be used when a position, because of an emergency or urgent need, must be filled immediately and the department wishes to waive the posting, advertising and/or recruitment requirements and offer the position to a specific individual.

HR Managers: Please ensure applicant being waived has submitted application, meets minimum requirements and background check form has been filled out.

Estimated date of appointment: _____ Underutilized classes: _____

Contact Person/Number: _____

Is the individual eligible for employment in the U.S.? Yes No
 (Contact the Office of International Affairs for clarification at 864-656-0490)

Was the employee waived into their current role? Yes No

Appointee Information	
Name:	
Applicant ID # (if applicable):	
Please state the training, education, and experiences that uniquely qualify the candidate for recommendation. What is the hiring unit's business case for the request? What will the recommended hire be responsible for? Are there any internal candidates that may be qualified? Attach additional sheets if necessary.	

Section 3: To be completed for unclassified postings only:

Posting Information- For posting outside the University <i>*An attached copy of the ad must be included.</i>	
Advertising Medium	Date(s) ad will run

Search Committee Hiring Individual <i>*Attach additional pages as necessary</i>			
Name	Gender	Race	Title
			Chairperson

Underutilized Groups	BM:	BF:	WF:	None:
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Access and Equity Use Only

Date Received: _____ Signed: _____ Date: _____

Any advertisements of vacant positions must list a closing date for applications to the position and must contain the following statement: "Clemson University is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status or genetic information."