



## Request to Hire Staff/Administrator

This form is filled out by the Hiring Manager. The Hiring Manger seeks Departmental VP approval and submits the completed form to [requeststohire@molloy.edu](mailto:requeststohire@molloy.edu) Request to hires are reviewed by Human Resources and Finance within 10 days of submitting the form. Once the request is approved your position will be posted to Human Resources Career Site within 2-3 business days.

Position Details.	
<b>Hiring Manager:</b> _____	<b>Proposed Start Date:</b> _____
<b>Position Title:</b> _____	<b>New Position:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, please attach justification memorandum to this request.
<b>Replacement For:</b> _____	<b>Externally Funded Position:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, please indicate how much money is listed for salary. _____
<b>Resignation Notice Sent to HR:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Hiring Manager Ext:</b> _____	<b>Status:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Per-Diem
<b>Hiring Manager Email:</b> _____	<b>Total Hours Per Week:</b> _____
<b>Department Name:</b> _____	<b>Reduce Weeks:</b> <input type="checkbox"/> Yes, # of weeks _____
<b>Office Location (Room #):</b> _____	<input type="checkbox"/> No
*Failure to complete will delay the processing of this form. If unsure, contact facilities.	<b>Remote Work Eligible:</b>
	<input type="checkbox"/> Yes (Occasional) <input type="checkbox"/> Yes (Full) <input type="checkbox"/> No
<b>Comments:</b> _____	
<b>Schedule:</b> (If hours are non-traditional, 9am to 5pm, please indicate): _____	
<b>Hiring Manager:</b> _____	<b>Date:</b> _____
<b>Dean:</b> _____	<b>Date:</b> _____
<b>Department Vice President:</b> _____	<b>Date:</b> _____
Human Resources (To be filled out by HR only).	
<b>FLSA:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (Salaried) <input type="checkbox"/> Non-Exempt (Hourly)	<b>Category:</b> <input type="checkbox"/> Administrator <input type="checkbox"/> Staff <input type="checkbox"/> Seasonal <input type="checkbox"/> Coach
<b>EEO Classification:</b> _____	<b>Position Control #:</b> _____
<b>Assistant Vice President of HR:</b> _____ <b>Salary Grade:</b> _____ <b>Date:</b> _____	
<b>Pay Transparency Range:</b> _____	
Finance (To be filled out by Finance only).	
<b>Budget:</b> <input type="checkbox"/> Yes, Budgeted \$ _____ <input type="checkbox"/> No	
<b>Budget Comments:</b> _____	
<b>Controller:</b> _____	<b>Date:</b> _____
<b>Vice President for Finance &amp; Treasure:</b> _____	<b>Date:</b> _____
<input type="checkbox"/> Approved for Immediate Hire <input type="checkbox"/> Approved – Deferred 30 days <input type="checkbox"/> Denied	
<b>Comments:</b> _____	
<b>New Position Only</b>	
<b>President:</b> _____	<b>Date:</b> _____