

UNIVERSITY OF NEW ENGLAND

APPROVAL TO HIRE*(For Electronic Routing)*

DATE ROUTED:

POSITION TITLE:

SEARCH CHAIR PERSON:

PRIMARY CONTACT (if different):
(Resumes, Advertisements etc.)

EXPECTED HIRE DATE:

DEPARTMENT:				
SALARY:		ACCT Index:		ACCT line:
Faculty: <input type="checkbox"/>	Tenure Track: <input type="checkbox"/> Non-Tenure Track: <input type="checkbox"/>	Clinical Track: <input type="checkbox"/>	Clinical: <input type="checkbox"/>	Administrative/Professional: <input type="checkbox"/> Staff: <input type="checkbox"/>
Regular Full-Time: <input type="checkbox"/>	Regular Half-Time: <input type="checkbox"/>	Part-Time: <input type="checkbox"/>	Temporary: <input type="checkbox"/>	
Replacement: No: <input type="checkbox"/> Yes: <input type="checkbox"/> If yes, name of person replaced:				
Addition to Authorized Staff:		No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	
Campus	<input type="checkbox"/> PC	<input type="checkbox"/> BC	<input type="checkbox"/> Morocco	
Supervisor:				
DOES THIS POSITION REQUIRE A CRIMINAL BACKGROUND CHECK? YES <input type="checkbox"/> NO <input type="checkbox"/>				
JUSTIFICATION FOR CHANGE/ADDITION (Required): <i>Cell will expand if more space is needed.</i>				
APPROVALS: (Please fill in names of administrators who should approve this form)				
DEPARTMENT HEAD/BUDGET ADMINISTRATOR:				
SENIOR ADMINSTRATOR:				
HUMAN RESOURCES – (Information & Tracking):				
EXEC DIR HUMAN RESOURCES: Sharen Beaulieu				
DIRECTOR UNIVERSITY BUDGETING: Janice Lamontagne				
VP OF FINANCE & ADMINISTRATION: Nicole Trufant				
PROVOST (Academic Areas): James Koelbl				
HUMAN RESOURCES – (Processing):				

NOTE: This form will be attached to permanent payroll records once employee is hired.
All routings of Approval to Hire should end with Human Resources Recruiting Coordinator.