

# OUTBOUND EXCELLENCE Request for Hire Form

Addition to staff, reason: \_\_\_\_\_  
 Replacement for: \_\_\_\_\_ Separation date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Start Date: (Ideal/Estimate) \_\_\_\_/\_\_\_\_/\_\_\_\_

### Please select the payment method that is used for this position:

- Non Exempt *Hourly* Rate: \$ \_\_\_\_\_ Budgeted: \_\_\_ yes \_\_\_ no  
 Non Exempt *Salaried* Range: \$ \_\_\_\_\_ Budgeted: \_\_\_ yes \_\_\_ no  
 Exempt *Salaried* Range: \$ \_\_\_\_\_ Budgeted: \_\_\_ yes \_\_\_ no

Hours: Start: \_\_\_\_\_ End: \_\_\_\_\_  Full Time  Part Time: # hr. per week \_\_\_\_

**The Job Description is used for recruiting so the right fit can be selected, to inform applicants of the essential job functions, and to define the position under the Americans with Disabilities Act. An accurate job description is required for position approval.**

This form is complete and accurate, and **I have attached an accurate job description** for this position. I understand that without the requested information, this position will not be approved for recruitment or hire.

**Completed By:** (Supervisor) \_\_\_\_\_

**Date:** \_\_\_\_\_

**V.P. / Budget Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Human Resources Use Only

#### Approvals:

Dawn Naibeths \_\_\_\_\_ Date: \_\_\_\_\_ Ron Mailer \_\_\_\_\_ Date: \_\_\_\_\_

#### Recruiting Activity:

Verification Email sent to requesting manager, date \_\_\_\_\_

J.O.B. Start Date \_\_\_\_\_ Outbound Excellence.com Date \_\_\_\_\_ OCC Date \_\_\_\_\_

Date added to Request for Hire log \_\_\_\_\_

Newspaper Ad (paper and date) \_\_\_\_\_

Agency Search? Agency name, date contacted, fee % \_\_\_\_\_

Additional Internet recruiting \_\_\_\_\_

Other recruiting notes \_\_\_\_\_

**Candidate Selected:** \_\_\_\_\_

**Hire Date:** \_\_\_\_\_

Copyright 2008 by Outbound Excellence, Inc. \* All rights reserved. No part of this document may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system, without permission in writing from the publisher. For further information call Outbound Excellence at 1-877-337-2674.