

Staff Hiring Request/Report Form

Instructions for Hiring Supervisors:

This form must be completed and submitted to the Director of Human Resources **PRIOR TO offering the position to a candidate**. You are not authorized to offer the position to any candidate unless and until the Director of Human Resources has approved this Staff Hiring Request. Any offers of employment are null unless and until approved.

This process helps to ensure that hiring supervisors are complying with the Staff Handbook and current employment laws.

Vacant Position: _____

Hiring Supervisor: _____

Department: _____

Budget Code for Dept.: _____

1. List the names of candidates you interviewed and dates of interviews:
2. Please give the name of the candidate you wish to hire and provide a brief statement as to why you have selected him/her to fill this vacancy.
3. Relatives should not be hired, transferred or promoted into positions that report, directly or indirectly, to another relative. Is the candidate a relative to any current employee/s? Yes No
4. To the best of your knowledge, were there any affirmative action or Quaker candidates in the applicant pool? If so, please list the names and affirmative action group. *Earlham currently defines affirmative action candidates as racial minorities and women.*
5. Beyond the benefits of filling a vacancy, will you realize any personal gain as a result of hiring this candidate? *For example, are you "helping out" a friend or relative by hiring this candidate; or will you receive some service or payment in return for this hiring decision?* Yes No
6. Please describe ANY unusual circumstances arising from this search process (use back if needed).

Signature of Hiring Supervisor: _____ Date: _____

Please submit this form to the Human Resources Office, Drawer 194. If you wish to fax the form, the Human Resources Office fax number is 765-973-2118. Thank You!