

# HIRING FORM

**PLEASE NOTE:**

No supervisor may authorize a candidate to begin work in his/her area until the proper recruitment steps have taken place and central ASU HR has approved the hire request. You should not authorize a candidate to begin work and then inform the personnel office after the fact that the person has started working and needs to be hired. There are various issues that will result if you do not follow this process (i.e. unpaid hours, insurance and EH&S issues, verification of eligibility to work, etc.).

**PLEASE REFERENCE** the student wage scale and job level descriptions to assist in selecting the rate of pay and responsibilities. <https://students.asu.edu/employment#wagescale>

**SEND** the completed form to **Teri Houston, [Teri.Houston@asu.edu](mailto:Teri.Houston@asu.edu)** for staff and student worker positions.

EMPLOYEE INFORMATION				
Job Title:				
Supervisor / PI:				
Pay Rate:				
Account / Grant Number:				
Positions Needed:				
Standard Hours Per Week:				
Estimated Position Start / End Date:				
Has the position been approved as part of a project/program proposal?	YES. If yes, provide approved proposal		No	

FACULTY/Supervising Staff INFORMATION			
Name:			
Email:			
Office Phone:		Office Room #:	
Area of Specialty:			

**JOB DESCRIPTION**

**General Job Description:**

**Work Environment:**

**Essential Duties:**

**Desired Job Qualifications:**

**How many days should job posting be available?  
(minimum is 3 days for student worker positions and 5 days for staff positions)**