

# REQUEST TO OFFER & APPOINT

## FULL-TIME EMPLOYMENT APPOINTMENTS

### CANDIDATE/EMPLOYEE INFORMATION

Legal Name: \_\_\_\_\_  
LAST NAME FIRST NAME MI  
 Preferred Name: \_\_\_\_\_ Last Four SSN: \_\_\_\_\_ or SF ID #: \_\_\_\_\_  
 Work Location-Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Division: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_ Supervisor SFID: \_\_\_\_\_

### SALARY SCHEDULE CLASSIFICATION/JOB INFORMATION

In the space provided, enter the position title & number associated with this employment appointment, as well as desired date of hire.

Position Title: \_\_\_\_\_  
 Position #: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

### REQUIRED QUALIFICATION JUSTIFICATION (Only required for new employees)

Verification of required qualifications by the hiring department is *mandatory* to justify placement. Work experience, references, official transcripts, certification, and licensure must be verified by the Budget Authority prior to the determination of pay and the extension of employment offers.

**Required Education**

Degree- \_\_\_\_\_  Certification- \_\_\_\_\_  Licensure- \_\_\_\_\_

**Relevant Work Experience Required**

Employer _____	Job Title/Duties _____	Dates _____
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### SALARY REQUEST

Completion of this salary request confirms that all required verifications have been completed. *The Budget Authority signature within Required Approval Signatures confirms verification.* All applicable authorities must review, authorize and approve this request prior to the extension of any employment offers.

Salary Requested \$ \_\_\_\_\_ (If this is a position that is allowed steps in the Salary Schedule, please attach your salary worksheet for step verification.)

### FUNDING

Name of Department: \_\_\_\_\_ Department #: \_\_\_\_\_ Fund % \_\_\_\_\_  
 Name of Department: \_\_\_\_\_ Department #: \_\_\_\_\_ Fund % \_\_\_\_\_

### REQUIRED APPROVAL SIGNATURES

Budget Authority \_\_\_\_\_ Date: \_\_\_\_\_  
 (If Applicable) Assoc. Vice President \_\_\_\_\_ Date: \_\_\_\_\_  
 Vice President \_\_\_\_\_ Date: \_\_\_\_\_  
 HR Authority \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance Authority \_\_\_\_\_ Date: \_\_\_\_\_

HR use only  
 Request Rec'd by HR on: \_\_\_\_\_ Request Sent to Finance on: \_\_\_\_\_ Returned to HR on: \_\_\_\_\_ Offer Letter done: \_\_\_\_\_  
 Other Considerations: \_\_\_\_\_