

HIRING APPROVAL FORM

(Use for new hires, replacements, and FTE increases)

Please complete both sides of this form. All sections must be completed. Email this form and a copy of the job description to: employment.hiring.forms@carleton.edu.

POSITION SPECIFICS:

TODAY'S DATE: _____ POSITION TITLE: _____

POSITION: Replacement _____ Reconfigured _____ New Position/FTE _____
(Newly Created Positions require Administrative Council approval)

Please carefully read and complete the following information:

<u>Classification</u>	<input type="checkbox"/> Exempt (<i>Paid monthly</i>)	<input type="checkbox"/> Non Exempt (<i>Paid hourly</i>)
<u>Status</u>	Part Time: <input type="checkbox"/>	Hours to be worked weekly: <input type="text"/>
	Full Time	
<u>Working Schedule</u>	9 Months	From: <input type="text"/> to <input type="text"/> Paid Over <input type="text"/> Months
	10 Months	From: <input type="text"/> to <input type="text"/> Paid Over <input type="text"/> Months
	11 Months	From: <input type="text"/> to <input type="text"/> Paid Over <input type="text"/> Months
	12 Months	
<u>Position Type</u>	Regular	
	Temporary	From: <input type="text"/> Through: <input type="text"/>
<u>Position FTE</u>	Incumbent FTE: <input type="text"/>	
<u>Position Funding Source</u>	<i>Please verify correct funding source(s). Please indicate breakdown if more than one funding source</i>	Account(s) #: <input type="text"/>
<u>Replacement Position For</u>	(Name): <input type="text"/>	Ending Date: <input type="text"/>
Does this position supervise staff? Yes _____ No _____		
<u>Hiring Department</u>	_____	
<u>Position Supervisor</u>	_____	
<u>Division</u>	_____	
Have there been significant revisions made to the Job Description? <input type="checkbox"/> Yes <input type="checkbox"/> No		
JUSTIFICATION/COMMENTS please be sure to explain any changes/movement in FTE:		
HIRING APPROVAL FORM CONTACT INFORMATION		
Person Submitting Form	_____	
Email Address	_____	
Phone Extension	_____	

For assistance with this form or the job description, please contact Kristy Sybilrud, Human Resources, 507-222-7629 or ksybilrud@carleton.edu.

POSITION ADVERTISING:

Carleton College encourages qualified, experienced, and diverse applicants. We recommend Hiring Supervisors be conscientious in selecting advertising venues that will secure such applicants; please contact HR for recommended diversity advertising venues.

Jobs are routinely posted at these sites; however, the Division Head and/or Department Head, in consultation with the Associate Director of Human Resources, may use discretion in venue placement			Indicate below where you would like additional ads placed.		
(Standard) Posting Request:	YES	NO	Contracted Job Boards Request:	YES	NO
Carleton Job Board			MinnesotaDiversity.com		
			Higher Ed Jobs		
Print Posting Request			Minnesota Council of Non-profits		
Local newspapers			HERC (Higher Ed. Recruitment Consortium)		
			Minnesota Works.net		
Additional Requests:			Chronicle of Higher Ed		

TIMELINE FOR SEARCH:

Tentative date to begin reviewing resumes: _____
 Tentative date of begin interviewing: _____
 Estimated date of hire: _____

BUDGET IMPACT:

Incumbent salary/hourly wage: \$ _____
 Incumbent position grade: _____
 Reviewed job description with HR Yes ____ No ____
 Change in grade of replacement position Yes ____ No ____ If yes, indicate new grade: ____
 Hiring range of position (90-95% of Market) \$ _____
 Estimated budget impact: Increase ____ Savings ____ Amount: \$ _____

Approval Signatures <i>(both required prior to submitting)</i>	APPROVED (√)	DENIED (√)	SIGNATURE	DATE
Department Chair/Director				
Division VP				

Print, sign, and email this form and a copy of the job description to: employment.hiring.forms@carleton.edu.
Incomplete forms will be returned to you.

POSITION HIRING AUTHORIZATION/APPROVAL:

Administrative council is required to provide authorization for all newly created or FTE changes.

Approval Signatures	APPROVED (√)	DENIED (√)	SIGNATURE	DATE
HR Comp/Job Description				
Budget Director				
Administrative Council Representative				

FOR HUMAN RESOURCES USE ONLY

Date Received Hiring Approval Form in HR:
Hiring Manager notified of approval of Hiring Approval Form, date: