



Request to Hire

All requests require a Position Description in the standard format.

Request Date

Position

Employee Name (if identified)

Proposed
Start Date

Employment Status

Full-Time (40 hours per week)

Part-Time Regular (20 + hours per week)

Part-Time (<20 hours per week)

Does this position need posted?

If yes, please indicate where posting should be submitted and who will receive resumes.

Yes

No

Proposed Salary

Funding source

Federal Subaward

CRADA

VRFP Residual

Other

Federal Award or Sub Award #

Tour of Duty

Direct Supervisor who will approve timecard

Is this position grant funded?

If yes, specify duration of appointment

Yes

No

Will this position be funded by an IPA?

If yes, indicate which project/account will supply the first 90 days of salary/fringe.

Yes

No

Does employee already hold a VA WOC appointment?

If yes, please provide expiration date

Yes

No

N/A

PI Signature (if applicable)

Date

Budget Approval

Date

Executive Director Approval

Date