



Request to Hire

All requests require a Position Description in the standard format.

Request Date

Position

Proposed Start Date:

Employee Name (if identified)

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

Tour of Duty

Is this position grant funded?

If yes, specify duration of appointment

Yes

No

Will this position be funded by an IPA?

Yes

No

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

Does employee already hold a VA WOC appointment?

Yes

No

N/A

If yes, please provide expiration date

Requestor's Signature

Date

PI Signature (if applicable)

Date

Budget & Accounting Approval

Date

Executive Director Approval

Date