



MARYMOUNT MANHATTAN COLLEGE

FULL-TIME(Annual Salaried) EMPLOYEE HIRING FORM

Complete Section 1 and return to the Human Resources Department. Positions will not be posted until the President has approved all requests.

1. Request to fill position

Department Name Department No.

Position Title Grade HR USE ONLY

Replacement New Position Annual Salary \$

Replacement for (Current Incumbent) Name Title Annual Salary \$

Proposed Start Date End Date (Leave End Date blank for continuous employment)

Manager/Director/Dean Date

Area Vice President Date

2. Budget Approval

Funds Available Yes No Amount Available GL Code GL No. Object Code Dept No.

Comments

Director Date

3. Human Resources Approval

Director Date

4. President's Approval

President Date

Candidate for Employment

Employee's Name Salary \$

Start Date

Recruitment Source Position filled