INTENT TO HIRE

Adjunct, Substitute, PT ABE, PT Laboratory Assistant, PT Staff

NAME _____ POSITION _____

DEPARTMENT _____ CAMPUS _____

REQUISITION FOR EMPLOYEE

- ☐ Adjunct
- ☐ Part-Time (PT) Lab Assistant
- ☐ Substitute
- ☐ Part Time (PT) Staff
- ☐ Part-Time (PT) ABE Instructor

JUSTIFICATION FOR HIRE:

_____

_____

STARTING AND ENDING DATES:

From: _____ To: _____

APPROVAL

_____
DIVISIONAL CHAIR/ SUPERVISOR

_____
VP FOR INSTRUCTIONAL SERVICES

_____
DEAN