

Hire Initiation Form for: Staff/Student/Volunteers

Today's Date: _____

Your Name: _____ Email: _____

Who will supervise this employee: _____ Supervisor Banner ID: _____

Desired start date: _____ End date: _____

(PLEASE NOTE: Hires may take up to two weeks)

Signature: _____

Type of hire (if unsure, please see DA before you submit this form): **Student:** Must be work-study qualified Student Lab Assistant: pooled position Other: _____**PLEASE NOTE:**

- Students must be in a degree-granting program. Non-degree students are **NOT** eligible for student employment.

 Staff Type: RA Staff Pooled Position Yes No **Temporary** (Less than 3 months not to exceed 1 year) **Term** (Defined period of time-longer than 3 mo.) **On call** Regular**FTE:** .25 .50 .75 1.0 (**please note:** students cannot work more than .50 FTE during fall/spring)**IF this is your first hire, please submit a position summary which includes a list of duties (see Trish)**

Position Title: _____ Position # _____

Physical Required? Yes No Background Check Required? Yes No

Fingerprinting Required? Yes No **Do you need to advertise?** Yes No **Non-Competitive hire (*Must include a Certification of Non-Competitive Hire form and a Justification Memo*)**

Name of hire: _____

Email: _____ Phone: _____

Is this person external or internal to UNM? _____ UNM ID#: _____

 Competitive Hire

Search Committee (minimum of 3 members-cannot be a student or a visiting position):

1. _____ (chair)
2. _____ (member)
3. _____ (member)

Competitive Postings will be "Open until filled" (5-day minimum required if not underutilized)

For Best Consideration date: _____

If you need Advertisement for this posting-billing Index: _____

FUNDING

Budget Worksheet:

- Type of funding (Grant, I&G, EU...): _____
- Index: _____ Account Code: _____
- Budgeted amount for position: _____
 1. Hourly pay: _____
 2. Benefits (amount): _____
 3. Temp services fee (25% of hourly rate): _____
 4. Advertisement: _____
- Total Budget: _____
- If using more than one index, what is the Labor Distribution %:

FOR OFFICE USE ONLY:

Position #: _____ Acct Code: _____ CAS Staffing Request form: _____

UNM Jobs Requisition: _____

Hire Proposal:

Required Documents: Transcripts _____ CCCF _____ EDF _____

Justification Memo: _____ Other _____

HP Submitted: _____ Approved: _____

Start Date: _____ End Date: _____

Pay Rate: _____ Supervisor: _____

Department Orientation: _____