

THE UNIVERSITY OF MEMPHIS®

REQUEST FOR EMPLOYMENT ACTION **RETURN BY NOON THURSDAY** 159 Administration Building

REQUIRED INFORMATION			
Position Title:			
Department:			Index #:
Position #:	E-Class:	Full-time: Yes No	If Part-time Hrs/Wk:
Name of employee being replaced:			
If position is less than 12 months, work period:			to
If Grant funded, funding period:			to

OPTIONAL INFORMATION	
Remarks, Special Working Conditions or Requirements:	
* Typing speed: 35wpm 45wpm not applicable	
* Referral Fee Amount \$100.00 or \$_____00	

INTERVIEWER	
Hiring Supervisor/Manager:	Phone:
Building:	Room:

SIGNATURES	
It is the responsibility of the department to ensure that the position is established in Financial Planning and that adequate funding is available.	
Administrative Head:	Date:
Provost/VP (If Required):	Date:

HUMAN RESOURCES ONLY		
Date:	Position Class:	Pay Grade:
Hiring Range: From _____ to _____ or COE _____		

Advertising Deadline	
Publication Name:	Publication Date: