



EMERGENCY HIRE

(NOT TO EXCEED 60 DAYS)

Preferred Candidate's Name: _____ DOB: _____

Job Title

Current Campus/Center Location

Immediate Supervisor's Name

Department/Division

Check One: ☐ New Position ☐ Replacement Position

Justification for Emergency Hire (*Check All That Apply*):

- ☐ A failed recruitment (insufficient candidate pool and/or insufficiently qualified candidates) when incumbent has already separated from the position;
- ☐ Unexpected medical/personal leave by incumbent;
- ☐ Unanticipated project/operational needs that exceed the capacity and/or skill level of the current staff in a department;

When department is uncertain of continued funding or duration of position, program, and/or department.

Explain:

Date of Hire: _____ Salary: \$ _____

Account/Dept. Budget No.: _____

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

We certify that the above-mentioned candidate meets all necessary requirements for temporary employment, and all necessary documentation has been attached for review (including the job description, resume and transcripts, etc.). Thus, we submit this preferred candidate's recommendation for full consideration of temporary employment.

Immediate Supervisor's Signature Date

Division's Vice President's Signature Date

Recommendation:

☐ Approved Denied

Comments:

President's Signature Date

The following documents must accompany the "Emergency Hire" form for consideration of approval by the President:

- Completed Application for Employment
- Official Job Description
- Resume (*if applicable*)
- Unofficial Transcripts (*Official Transcripts Must Be Submitted to Human Resources Prior to the Employee's Employment Start Date*)

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