



REQUEST TO HIRE

Preferred Candidate's Name: _____ DOB: _____

Job Title

Current Campus/Center Location

Immediate Supervisor's Name

Department/Division

Check One: ☐ Part-time ☐ Seasonal/Temporary ☐ Full-time

Check One: ☐ New Position ☐ Replacement Position

Reason: _____

Date of Hire: _____ Pay Rate/Salary: \$ _____ Check One: ☐ Annually ☐ Hourly

Account/Dept. Budget No.: _____

Immediate Supervisor Acknowledgement

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

Immediate Supervisor's Signature

Date

Division's Vice President's Signature

Date

Human Resources Acknowledgement

I certify that the above-mentioned employee has met all necessary requirements for employment and all necessary documentation required is attached (and has been reviewed and approved by Human Resources).

Director of Human Resources Signature

Date

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.

Recommendation:

☐ Approved ☐ Denied

Comments:

President's Signature

Date

The following documents must accompany the "Request to 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)*