ADJUNCT LECTURER – REQUEST TO HIRE PROCESS
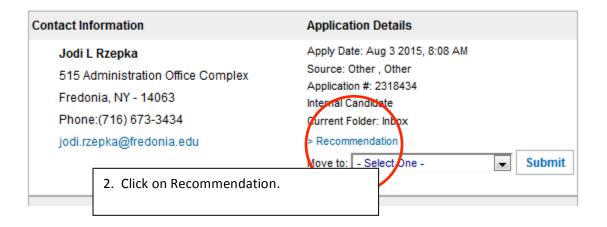
Applicants for: Adjunct Lecturer - Department Name FOR TRAINING ONLY (62201)

View   Edit Job   Locations   Alerts   Invite Applicants   Distribute   Close   Clone

Reviewers   Review Notes   Requisitions   Quick Report   Re-Assign

E-Forms   E-Form Report

Qualified Applicants in Inbox

Select	Name : (F | L)	Location	Phone	E-Mail	Date
☐ 1.	Jodi Rzepka	■ Fredonia, NY	(716) 673-3434	jodi.rzepka@fredonia.edu	08/03/2015

> 1. Select candidate name recommending for hire.

Adjunct Lecturer - Political Science FOR T... (62201)

1 of 1
Return to ShortList

Contact Information	Application Details
Jodi L Rzepka	Apply Date: Aug 3 2015, 8:08 AM
515 Administration Office Complex	Source: Other , Other
Fredonia, NY - 14063	Application #: 2318434
Phone:(716) 673-3434	Internal Candidate
jodi.rzepka@fredonia.edu	Current Folder: Inbox
	> Recommendation
	Move to: - Select One - ▼ **Submit**

> 2. Click on Recommendation.

Manage Requisitions

Add New Requisition   Manage Jobs

Search Requisitions   Requisition Reports

Create New Requisition

Select Template: Request To Hire ▼

Next   **Clear**

> 3. From drop down menu, select "Request to Hire", click on Next.

Create New 'Request To Hire'

Manage Requisitions

Notes

Fields marked with an asterisk* are required. While completing this form, please do not open other forms in different windows/tabs.

Title/Name: (?) [Last Name, First Name - Adjunct Lecturer - Department Name]   *

Requisition Status:

4. Enter candidate's Last Name, First Name – Adjunct Lecturer – Department Name.

☑ Public Job Posting

☑ Candidate Details

Hire Info Form

Originator	Jodi Rzepka
Salutation	
Name (as it appears on their driver's license/passport)	
Home Address	
Budget Title	
Campus Title	
Position Title	
Department or School	
Supervisor	
Salary	
Appointment Type (Temp, Term, Etc...)	
Appointment Dates	
Professional Obligation Dates	
Moving Expenses	
Start-up funds	
Computer/printer	
Other stipulations	

5. Complete Hire Info Form details.

Add a note / Ask questions:

Attach [Select ▼] [Browse...] No file selected.

To add additional documents and/or comments, please uncheck the checkbox 'Add Approvers' before clicking 'Save Changes'
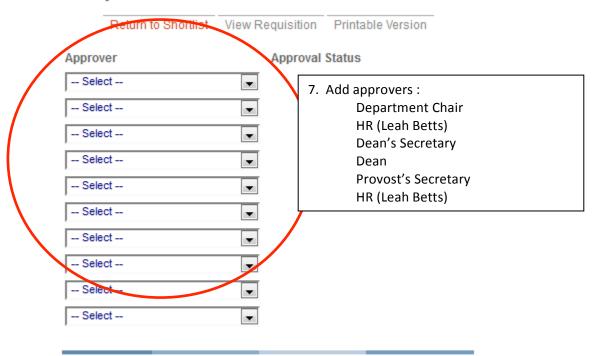
☑ Add Approvers

Save Changes

6. Make sure "Add Approvers" is checked, click Save Changes. If you are not ready to send for approval, uncheck "Add Approvers" and click save. Request to Hire will remain in your Open Requisitions tab until you send for approval.

Requisition Approvers: Last Name, First Name - Adjunct Lecturer - Department Name

Manage Requisitions

Adjunct Lecturer - Political Science FOR TRAINING ONLY

Return to Shortlist   View Requisition   Printable Version

Approver   **Approval Status**

-- Select --

-- Select --

-- Select --

-- Select --

-- Select --

-- Select --

-- Select --

-- Select --

-- Select --

-- Select --

7. Add approvers :
   Department Chair
   HR (Leah Betts)
   Dean's Secretary
   Dean
   Provost's Secretary
   HR (Leah Betts)

Save   Cancel

Send for Approval

8. Click on Send for Approval. When approvers approve, "Approved" will appear next to their name.