



HIRING REQUEST

PO BOX 1000, 201 ACEOP ADMIN BUILDING
INSTITUTE, WV 25112-1000
(304) 204-4306 FAX (304) 766-4292

Date _____

I would like to recommend that _____ be hired

for the position of _____, with funding from the

Percentage	Funding Source	Project #

Effective Date _____ End Date _____ Salary _____ Work Location _____

Reporting Supervisor _____ Title _____

Supervisor Email Address: _____ Supervisor Cell Phone: _____

Requested by (supervisor's name & title) _____
Printed Name Signature Date

Director's Signature (name & title) _____
Printed Name Signature Date

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Approvals:

Signature _____	Date _____	Budget Office (approval denotes sufficient funding)
Signature _____	Date _____	Vice President/Dean
Signature _____	Date _____	Academic Program & Title III Support Activities Director
Signature _____	Date _____	Director for Business & Finance, R&D
Signature _____	Date _____	Human Resources Director

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