



EASTERN CONNECTICUT STATE UNIVERSITY

83 WINDHAM STREET • WILLIMANTIC, CONNECTICUT 06226 • 860-465-5000

REQUEST TO HIRE & SALARY ANALYSIS

Please complete this form to request permission to hire an employee into an approved emergency appointment position or after completing a comprehensive search and having the final search report approved. This form is to be submitted by the respective Division VP to the Offices of Equity & Diversity and Human Resources. If approved, offer is contingent upon successful completion of background check and submission of other required credentials to Human Resources. **Please attach a copy of the candidate's resume.**

SECTION 1: CANDIDATE INFORMATION

Position: _____

Department: _____

Candidate Name: _____

Candidate Ethnicity: _____ Candidate Gender: _____

Proposed/Desired Starting Date: _____

Statement of Qualifications/Rationale for Selection:

Vice President/Chief Area Officer Date

VP for Equity & Diversity Date Approved Not Approved

SECTION 2: APPROVAL STATUS & SALARY ANALYSIS

The request to make a tentative/conditional offer is:

Approved Not Approved Approved Starting Salary: _____

COMMENTS:

Chief Human Resources Officer OR Designee Date