REQUEST FOR STAFF HIRE
WITHOUT RECRUITING

(If you'd like to use this as a fillable form, please open it with Adobe)

Requested by: _____ on _____

                                    Faculty/Staff   *Date*

Please Appoint:

Name: _____

UT EID: _____

Account no(s). to pay salary: _____

Account no. for background check for new employees: _____

(acct. must end in 50-59)

UT Job Title: _____

Working Title (optional): _____

Hourly Rate/Annual Salary: _____

Hours per Week: _____

Will this position require access to the Mainframe (i.e. DEFINE, processing travel authorizations and reimbursements, purchase orders, office supplies, etc.)?   Yes   No

Start Date: _____   End Date: _____

Purpose of Position:

Essential Functions *(at least 3 full sentences)*:

Required Qualifications:

Preferred Qualifications:

Working Conditions: May work around standard office conditions. Repetitive use of a keyboard at a workstation. Use of manual dexterity. [Add any additional work conditions, such as travel, within and outside Texas, work on nights and weekends, etc.]

Education: _____ Number of years of relevant experience: _____

Equivalent combination of relevant education and experience may be substituted as appropriate: ☐ Yes ☐ No

Is work outside Texas? If so, where? _____

I would like to request a workspace for this hire in SRH. Location? (if known) _____

I do not need a workspace for this hire in SRH.

*NOTE: If office space is needed, please consult with Tomas Gomez, tgomez@austin.utexas.edu

_____   _____
Signature or Electronic Signature of Mgr. or Designee   Date

_____   _____
Signature - Approved by CBO or Dean   Date

Please submit this form to lbjhr@austin.utexas.edu.