

## Request to Hire – Staff Positions

---

To initiate the hiring process, return this completed and signed form, along with an up-to-date position description, to the Office of Human Resources at [hr@luther.edu](mailto:hr@luther.edu).

Position Title: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Current FTE: \_\_\_\_\_ Proposed FTE: \_\_\_\_\_ Resignation letter received on: \_\_\_\_\_

Reason for Vacancy: \_\_\_\_\_

Department: \_\_\_\_\_

Funding Account #: \_\_\_\_\_

Supervisor/Department Head: \_\_\_\_\_

Recommendation:     \_\_\_ Fill immediately                     \_\_\_ Fill by date: \_\_\_\_\_

Does this request alter your department's current strategic staffing plan? If so, how?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Cabinet Representative: \_\_\_\_\_ Date \_\_\_\_\_

**HUMAN RESOURCES USE ONLY**

Incumbent Information:     FTE: \_\_\_\_\_             Salary: \_\_\_\_\_             Status: \_\_\_\_\_

Salary Range: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_