



Request to Hire

Location: Pittsburgh Wilkes-Barre Wilmington Butler

All requests require a Position Description in the standard format.

Request Date

Position

Employee Name (if identified)

Proposed Start Date

Employment Status

Full-Time (40 hours per week)

Part-Time Regular (20+ hours per week)

Part-Time (<20 hours per week)

Casual (limited hours for project completion)

Is employee's permanent address outside of Pennsylvania? If yes, which state?

No
Yes _____

Proposed Hourly Rate or Salary

Has proposed salary, tour of duty, & employment status been discussed with candidate? Yes No

Tour of Duty

Funding Source

Funding # or Name

Direct Supervisor who will approve timecard

Federal Award

PI Project

VHF Residual

Provide dates of project and available budget for new hire:

Other

Does employee already hold a VA WOC appointment?

Yes

No

N/A

If yes, please provide expiration date:

Please indicate if you have begun WOC process and the current status:

Will this position be funded by an IPA after the first 90 days?

Yes

No

If yes, indicate which project/account they will be assigned to for an IPA:

Does this position need posted?

Yes

No

If yes, please indicate where position should be submitted and who will receive resumes.

PI Signature (if applicable) Date

Budget Approval Date

CEO Approval Date