Veterans Health Foundation

Improving Veterans Lives Through Research and Education

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

☐ Federal Award

☐ PI Project

☐ VHF Residual

☐ Other

Funding # or Name

Direct Supervisor who will approve timecard

Provide dates of project and available budget for new hire:

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