

Human Resources: Authorization to Hire Form

When a selection has been made and supporting documentation obtained (e.g. references), the supervisor will initiate Authorization to Hire form, along with the selected individual's file, will be signed by the Supervisor, Department Chair or Administrative Manager, as appropriate, and forwarded to the Employment Services Specialist who will review the Authorization and obtain approvals from the appropriate people regarding: foreign national status (if applicable), compensation, EEO requirements, returning to work after retirement (if applicable), and final approval based on position by Human Resources, the Executive Vice President/Director of Research, or appropriate VP (Bluebook).

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