**On-Campus Student Hiring Request Form**

Hiring/budget manager to complete this form to initiate any hiring process.

*Note: Please save a copy prior to completing to ensure the drop-downs are fully functional.*

|  |  |
| --- | --- |
| Student Position Title: | Click or tap here to enter text. |
| Number of Positions Desired: | Click or tap here to enter text. |
| If repurposed, previous position title:  | Click or tap here to enter text. |
| Hiring Manager / Reports To: | Click or tap here to enter text. |
| Employee Group: | Student |
| Employment Type: | Choose an item. |
| Employment Period: | Click or tap here to enter text. |
| Current or Anticipated Payband: |  $16.55 per hour |
| Hours per week: |  Click or tap here to enter text. |
| Anticipated Start & End Date: |  DD-MMM-YY to DD-MMM-YY |
| Department Name: |  Click or tap here to enter text. |
| Department Number: |  Click or tap here to enter text. |
| Location: |  Choose an item. |
| On-Campus / Hybrid / Remote: |  On Campus 100% |

|  |
| --- |
| **Human Resources Use Only** |
| Position Number | N/A |
| Posting Period | Click or tap here to enter text. |

|  |
| --- |
| **Funding / Budget:** |
| Request for funding type:  | [ ] SEP [ ] ISEP [ ] FWSP [ ] IWSP |
| Total salary within current fiscal year:  | $ Click or tap here to enter text. |
| Externally Funded? If so, where/how? | Choose an item.Click or tap here to enter text. |

|  |
| --- |
| **Approvals** |
| Hiring Manager Signature: | Date: |
|  | Click or tap to enter a date. |

|  |
| --- |
| **Manager’s Manager (if required within division/work group):** |
| Name | Signature | Date: |
| Click or tap here to enter text. |  | Click or tap to enter a date. |

**Approved forms to be submitted to** **jocelyn.simich@flemingcollege.ca**