

Request to Hire a Temporary Student Employee



Hiring Department: _____

Supervisor: _____

Job Group: circle one (FWS) (UWS)

Number of Students Requested: _____

Budget Organization Number : _____

Student's Name: _____

Position Begin Date: __ __ / __ __ / __ __ __ __

Position End Date: __ __ / __ __ / __ __ __ __

Rate of pay: _____ Total number of months employed _____

Brief Job Description & Skills Needed: _____

Desired Work Schedule and Hours : _____

