

COLLEGE OF VETERINARY MEDICINE

CVM-HR Request for Hire/Rehire/Extend Temporary Employee

Today's Date _____

To Be Posted: YES NO
 Current NCSU student: YES NO
 Federal Work Study Program: YES NO

**Job title and
Explanation of Duties**

Justification for Hire

Start Date _____ Hours per Week _____
 Term Date _____ Rate Per Hour _____
 Dept. Name _____ Spvr Name & ID # _____
 Building Location _____ Room #: _____

*****Requested Temporary Worker Information*****

First Name _____ Emp ID# or Student ID# _____
 Middle Name _____ Current NCSU Student: Yes No
 Last Name _____ E-mail Address _____

*****ACCOUNT INFORMATION*****

Project ID # _____
 Percentage _____

Dept. Accountant or Rep.

 Signature Required _____ Date _____

**Department Head/Director
College Budget Approval for
Grants/Contracts**

 Signature Required _____ Date _____

 Signature Required _____ Date _____

CVM HR Director

 Signature Required _____ Date _____

Comments

*** Please note that if you are hiring a non-NCSU student temporary, the job must be posted. Please complete page 2 of the request form. Also note that non-NCSU student temps can not work beyond 11 months without a six week break.

NC STATE UNIVERSITY

COLLEGE OF VETERINARY MEDICINE

CVM-HR Request to Hire Temporary Employee

*******POSTING INFORMATION*******

Proposed work schedule

**Minimum
experience/education**

Dept. Required skills

**Pref. years exp., skills,
training, and/or
education**

**Required
license/certification**

**Will employee be driving
a State/University owned
vehicle? YES NO**

Comments