



## REQUEST TO HIRE

Preferred Candidate's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Current Campus/Center Location

\_\_\_\_\_  
Immediate Supervisor's Name

\_\_\_\_\_  
Department/Division

Check One: ☐ Part-time ☐ Seasonal/Temporary ☐ Full-time

Check One: ☐ New Position ☐ Replacement Position

Reason: \_\_\_\_\_

\_\_\_\_\_

Date of Hire: \_\_\_\_\_ Pay Rate/Salary: \$ \_\_\_\_\_ Check One: ☐ Annually ☐ Hourly

Account/Dept. Budget No.: \_\_\_\_\_

---

### Immediate Supervisor Acknowledgement

---

We certify that the above-mentioned candidate meets all necessary requirements for employment, and all necessary documentation has been attached for review (including the employee's job application, job description, resume and transcripts (if required), etc.). Thus, we submit this preferred candidate's recommendation for full consideration of employment.

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division's Vice President's Signature

\_\_\_\_\_  
Date

---

### Human Resources Acknowledgement

---

I certify that the above-mentioned employee has met all necessary requirements for employment and all necessary documentation required is attached (and has been reviewed and approved by Human Resources).

\_\_\_\_\_  
Director of Human Resources Signature

\_\_\_\_\_  
Date

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.*

**Recommendation:**

☐ Approved      ☐ Denied

Comments:

---

---

---

---

---

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

The following documents must accompany the "Request to Hire" form for consideration of approval by the President:

- ☐ Completed Application for Employment
- ☐ Official Job Description
- ☐ Resume (*if applicable*)
- ☐ Unofficial Transcripts (*Official Transcripts Must Be Submitted to Human Resources Prior to the Employee's Employment Start Date*)