

**COLLEGE OF HEALTH & HUMAN PERFORMANCE
REQUEST TO HIRE**

PART 1 – To be completed prior to advertisement

Department: _____

Position Title: _____ Pay Plan _____

(Faculty, TEAMS, USPS)

Position: Existing -- replacing: _____ Position # _____
Name of previous employee

New -- Dept. ID _____ Position # _____

Salary: _____ Est. Fringe/Benefits*: _____ Total: _____

***(Fringe estimated amount must include FICA, Health, Retirement, Life – Attach screen print from Fringe Calculator at <http://research.hp.ufl.edu/calc.html>)**

Funding Source(s): _____
(Include all sources and percentages)

Provide brief rationale for filling this position, being sure to include how this position fits into the college's strategic plan and the university's strategic initiatives. Attach separate document if text will not fit in allocated space.

Department Chair/Director: _____
Date

Request Approved: _____
Date

PART 2 – To be completed upon selection of candidate

Name of Hire: _____

Proposed Start Date: _____ Salary/Fringe: _____

Department Chair/Director: _____
Date

Request Approved: _____
Date
