

CCA Temporary Hire Requisition Form

Department: _____

Job title: _____

Supervisor _____

This position is:

Replacement for _____

New project

Other _____

Duration of appointment: from _____ through _____

Reason for the request to fill: _____

Duties (be specific): _____

Skills/experience requirements: _____

(Hiring manager signature)

(Date)

HUMAN RESOURCES:

Approved to hire: Student _____ Temporary _____

Not approved _____

Signature: _____

