

Request to Hire a Full-Time Employee

This form must be completed and approved by the President prior to conducting the search.

Position Title:		
Department:		
Type of Position:	Staff	Faculty
Existing Position:	Yes	No
If yes, replacing (name):		

Desired Start Date:		
Requested Salary Range:		
Authorized Salary Cap:		

Vice President Signature		Date:
President's Signature		Date:

Advertising Methods	Interviews
Athens Technical College Website	President Delegated Leader of Committee:
Internal Posting Only	Dr. Daniel plans to possibly interview

Candidate Interview and Approval Checklist