

## Temporary Employee Hire Request

\*Required field

\*Name of Candidate: \_\_\_\_\_ \*Department: \_\_\_\_\_

\*Mailing address: \_\_\_\_\_

\*Email address: \_\_\_\_\_

Working Title for position: \_\_\_\_\_

\*Does candidate currently, or have they previously, worked for UVM? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Type of Temp: \_\_\_\_\_ Grad Student Temp \_\_\_\_\_ Non- Student / Other Temp Hourly

\_\_\_\_\_ Temp Exempt (please see [Temp Exempt Duties Questionnaire](#))

*UVM undergraduate students are hired via Student Employment Services' [JobX](#)*

\*Proposed Start Date: \_\_\_\_\_ \*Proposed End Date: \_\_\_\_\_

*Please allow 7-10 business days*

\*Supervisor: \_\_\_\_\_ \*

\*Average Hours Per Week: \_\_\_\_\_ \*Proposed Hourly Rate of Pay: \_\_\_\_\_

\*Please confirm proposed rate of pay will not cause internal equity issues: ☐ I confirm

\*Duties this temp position will be assigned to perform:

\_\_\_\_\_  
\_\_\_\_\_

\*Other employees with similar duties (temp. or salaried):

\_\_\_\_\_  
\_\_\_\_\_

\*Relevant years of experience and any other information you feel should be included:

\_\_\_\_\_  
\_\_\_\_\_

**\*Chartstring(s) that will fund this position:**

**\*Will your budget fully support this position?**

\_\_\_ Yes \_\_\_ No

**\*Work Location:** \_\_\_\_\_

*Extension: Office space availability confirmed with [Marc Hartigan](#)?*

\_\_\_ Yes \_\_\_ No

**\*Will any of the work for this position be completed remotely?**

\_\_\_ Yes \_\_\_ No

*If yes, a [Telework Request](#) must be completed upon hire*

**\*Will any work for this position be completed outside of the state of Vermont?**

\_\_\_ Yes \_\_\_ No

*\*If yes, was location approved by the [CALSHR Team](#)?*

\_\_\_ Yes \_\_\_ No

*\*If yes, is this location intermittent or temporary?*

\_\_\_ Yes \_\_\_ No

**Please specify - temporary or intermittent out-of-state work location:**

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*Those approved to work outside VT must complete the [Electronic Out-of-State form](#) upon hire*