

# Request to Hire Form

## Instructions:

1. This form is to be completed and signed by the PI or delegated Designee.
2. Section A, B, C and D must be completed and submitted to the Executive Director prior to starting the recruiting process.

## PI/Designee Acknowledgement:

The submission of this form is done with the understanding that

- 1) there are sufficient funds in the account(s) below to request new personnel;
- 2) an accurate PVARF position description is attached with the Personnel Recruitment form;
- 3) the account(s) listed is/are appropriate to charge for this position and
- 4) a VA "Without Compensation" (WOC) appointment will be obtained for the personnel hired from this requisition.

### Section A: Project Information: Research Study Title and PVARF Project # Required

Principal Investigator:	PI Email:	PI Phone/Extension:
Supervisor (if different than PI):	Supervisor Email:	Supervisor Phone/Extension:
Project Title(s):	Project Number(s) to charge:	

### Section B: Employment Information

<input type="checkbox"/> New position				<input type="checkbox"/> Replacement for _____ (name of departing employee)			
PVARF Job Title:		Standard # hours/week		Pay Rate Requested: <input type="checkbox"/> per hour <input type="checkbox"/> salaried		Requested Start Date:	
Position is:							
<input type="checkbox"/> Full time (30 or more hours/week; eligible for paid leave, health benefits, and 401k benefits)							
<input type="checkbox"/> Part time (20 - <30 hours/week; eligible for paid leave and 401k benefits)							
<input type="checkbox"/> Intermittent (fewer than 15 hours/week; 401k benefits) Will this employee be hired at VA _____							
<input type="checkbox"/> Temporary (3 months or less; no benefits*) <u>requires</u> a Not to Exceed Date: _____ (date); hours per week _____							
<i>*After 3 months of employment temporary employee is eligible for benefit participation</i>							

### Section C: Recruitment Information

<b>Required sites to post:</b> <input checked="" type="checkbox"/> PVARF website, <a href="http://www.pvarf.org">www.pvarf.org</a>
<b>Please indicate other posting options:</b> <input type="checkbox"/>

### Section D: Signature Authorization

**This section is for Recruiting Authorization and must be completed and approved.**

\*Requested by: \_\_\_\_\_  
PI/Hiring Manager/Signature Date

\*Authorized by: \_\_\_\_\_  
Sean McBurney/ Executive Director Signature Date

Human Resources: \_\_\_\_\_