

NEW HIRE FORM - Instructions

IF THE ANSWER IS YES TO ONE OF THE BELOW, USE THE NEW HIRE FORM.

1. Employee is NEW to USE.
 2. Employee has NEVER worked in Library.
 3. It has been more than ONE year since employee was employed with USF.
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Once a new employee has been selected as the result of a search, use the NEW HIRE FORM to initiate the paperwork to hire.

There are nine sections to be completed. Please read each one and fill in or answer as appropriate.

1. **New Employee** information
2. **Student Status** (Every effort will be made to hire students over non-students.)
3. **Supervisor** information
4. **Department** and Unit where the new employee will work
5. **START AND END DATE**
 - a. If FWS, **MUST** use appointment dates provided by USF/HR
 - b. E&G Funded - If any other Student level, recommend use of FWS appointment dates or no longer than one year from start date.
 - c. E&G Funded -If non-student, use the last day of the final Library pay period) of the fiscal year.
 - d. Foundation – No longer than one year from start date.
6. **Hours per week:** Increments of 5 hours unless otherwise needed.
7. **Hourly wage:** Use chart to determine hourly wage keeping in mind, skill set and length of employment.
8. **Funding Source:** If not E&G or FWS (SUMSE) contact Jim Gray for appropriate foundation number and secure initials for approval. Use FWS (SUMSE) award monies first.
9. Answer the **three questions**

Comments: Add clarification to any area that may need it.

Sign and Date

Secure Director's signature if needed.