



Office of Human Resources

HBCU-UP Recommendation for Hire

Personal Information

Date: _____

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Home Phone: () _____ Alternate Phone: () _____

E-mail Address(es): _____

Social Security Number or Government ID: _____

Job Information

Position: _____ Term: Full-Time: Part-Time: Temp:

Supervisor: _____ Activity: _____

Work Location: _____ Job Description: **(Must be Attached)**

Start Date: _____ End Date: _____

Recommended Salary: \$ _____ Account to pay from: _____

Additional Amount: \$ _____ Account to pay from: _____

*** NOTE: Applicant is not to report to work until approval has been granted by the HBCU-UP Principle Investigator.***

Academic Information

Academic Rank: PhD: EdD: Other: Master: Bachelor: Transcript(s) Received: Yes: No:

References Received: Yes: No: Resume Received: Yes: No:

Class to Teach: _____ Hours: _____ Time: _____

Class to Teach: _____ Hours: _____ Time: _____

Class to Teach: _____ Hours: _____ Time: _____

Class to Teach: _____ Hours: _____ Time: _____

Signatures

_____	_____
<i>Recommending Personnel</i>	<i>Date</i>
_____	_____
<i>Faculty</i>	<i>Date</i>
_____	_____
<i>Dr. Frank James, Vice President for Academic Affairs</i>	<i>Date</i>
_____	_____
<i>Terry Wallace, Vice President for Fiscal Affairs</i>	<i>Date</i>
_____	_____
Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>	
<i>Dr. Walter M. Kimbrough, President</i>	<i>Date</i>

OFFICE USE ONLY

Required Forms	Payroll	Jenzabar	CIS	VP for Academic Affairs
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