

THE CITADEL - REQUEST TO FILL PERMANENT POSITION

I. REQUESTING DEPARTMENT

Select Appropriate Action:						New Hire	Re-Employment	Promotion	Demotion	Reassignment
Employee or Applicant's Name:		SSN:		Position Number:		State Classification Title:				
Office Phone:		Building:				Floor:	Room:			
Department:		Dept. Acct. #:		Proposed Annual Salary:			Proposed Employment Date:			
_____		_____		_____			_____			
Supervisor		Date		Department Head			Date			

II. HUMAN RESOURCES

Class Code:	Slot #:	Pay Band:	Band Range:	Minimum:	Midpoint:	Maximum:	Hiring Range:				
% above State Band Min:		% above Cit Hiring Min:		Current Salary:		Cit. Class Avg Sal:		State Class Avg Sal:		Pos. Funded Amt:	
State minimum training and experience requirements:											
Citadel minimum training and experience requirements:											
Justification for hire above state pay band minimum salary:											
Approved Salary of:						Status:					
						Applicant Employee					
Comments:						Accepted Job Offer, Effective Employment Date: _____ Declined Job Offer					
						Comments:					
_____						_____					
Human Resources Manager						Employment Manager					
Date						Date					

III. FINANCE DEPARTMENT (Only if additional funding is needed)

Approved Funding of \$ _____	
Comments:	

VP Finance or Budget Director	Date