



Departmental Hiring Form

The Departmental Hiring Form should be completed once a verbal offer of employment has been accepted; this form must be signed by the Department Head (person solely responsible for the department budget). **It is important that this form is completely filled out and accurate as payroll, system access, an offer letter and other information are generated from this form.**

New Hire Information	New Hire Name:	
	1 st Day Scheduled to Work:	Rate of Pay:
	Title:	Department:
Contact Info	Personal email address of the new hire:	Personal telephone number of the new hire:
	Campus Address:	
Campus Information	Campus Phone:	
	Supervisor Bates ID and Name (Name of the individual who will be conducting the employee's performance review, if applicable. If N/A, enter the name of individual's immediate supervisor.): ID: _____ Name: _____ If different from the supervisor above, please enter the name of the person who will be approving this employee's timesheet: ID: _____ Name: _____	
Dates of Access	Building Access should begin on:	<i>Please contact the helpdesk with a list of necessary computer software applications, (including e-mail) and hardware needed for this employee.</i> Access will be granted once the employee has returned the Confidential Info Form to HR.
	Athletics Access should begin on:	
	E-mail Access should begin on:	
	Library Access should begin on:	
Notes	Please include in this section any additional information such as moving expenses authorized, etc.	
	SAMPLE ONLY - NOT FOR SUBMISSION	
Approvals	Hiring Manager or Supervisor	Hiring Manager or Supervisor Signature
	AVP of HR (or authorized designee) signature	AVP of HR Comments