

REQUEST FOR APPROVAL TO HIRE (DIRECT OR FURTHER APPOINTMENTS ONLY)

This form is to be used for any **direct or further appointments** not advertised through Taleo.

Please note: this form must be signed off by the Vice Chancellor prior to an appointment form being filled in. Once approval for request to hire has been received, please attach this signed form to the completed appointment form and forward to your Staffing Advisor.

Hiring Manager to complete	
Name of Hiring Manager:	
Date:	
Faculty/Office:	
Department:	
Title of Position to be Approved:	
Level:	
Type of Position:	<input type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term of _____ months
Hours:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time: _____ hours per fortnight
Brief Position Description:	
Reason for Position:	<input type="checkbox"/> Replacement <input type="checkbox"/> Renewal <input type="checkbox"/> New Role <input type="checkbox"/> Other Explain:
Provide the expected budget position and any final comments to support the creation of this position:	In current budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operational <input type="checkbox"/> Internal Grant <input type="checkbox"/> External Grant <input type="checkbox"/> Project Explain:
Is this part of your current budget?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Executive Dean to complete	
Signature of Executive Dean (and comments if appropriate):	
PLEASE SUBMIT COMPLETED FORM TO vc@mq.edu.au	
Vice Chancellor Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of VC Office staff:	