

CONFIDENTIAL FORM

Humboldt State University
Human Resources

JOB# _____

STAFF/ADMINISTRATIVE

Form 5

REQUEST TO VICE PRESIDENT TO OFFER APPOINTMENT

Please Approve the Following Offer of Appointment:

Candidate Recommended: _____

Position: _____ Department: _____

Salary: _____ Time Base: _____

(If the salary is above the minimum of the range, please fill out
“appointment above the minimum of the salary range” portion of
this form.)

Reason for Selection (File Attached):

Hiring Authority (Person Making Hiring Decision)

Date

If appointment is recommended at above the minimum of the salary range, please provide the following information and obtain the signature of the Director of Human Resources.

Approval is requested for the appointment of this candidate at above the minimum of the salary. The beginning of the range is _____ per month. Justification for the higher salary of _____ is as follows:

Director of Human Resources Recommendation:

Director of Human Resources

Date

Vice President's Signature as Final Approval

Date

Please Return the Original to the Human Resources Department

Office of the President

Date