Facilities Human Resources Office
103 Mendenhall-Building A
Tallahassee, Florida 32306
Phone: 850-644-1942 Fax: 850-644-2281

Request To Hire A&P/USPS

Submit Date

This form cannot be submitted prior to an approved Salary Analysis request. Please submit to the fac-recruiting@fsu.edu email address or hand deliver. It is the department's responsibility to complete and submit all required documents for timely processing. All fields below are required.

Candidate's Name:

Candidate's Email:

Candidate Phone Number:

Position Number:

Job Code:

Job ID #:

Supervisor Name:

Department Code:

Funding Code:

Approved Salary:

Requested Start Date:

Requestor Name:

Requestor Email:

Requestor Phone Number:

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Department Head Signature