

Facilities Human Resources Satellite Office

REQUEST TO HIRE FORM

Once you have identified a top candidate, please complete this form to begin the hiring process.
The requested fields reflect the minimum information recruiters need to process a job offer successfully.
Once approval to hire is granted, your assigned recruiter will notify the requester so a verbal offer can be made.
Please contact us at fac-recruiting@fsu.edu or (850) 644-2281 with any questions.

Top Candidate and Administrative Information		University Recruitment Requirements	
Candidate's Name		**Interview Evaluation Form(s)	Attach or Email one Interview Evaluation Form for each Applicant interviewed.
Position Number		**Disposition Code Spreadsheet	Attach or Email the final Disposition Sheet
Supervisor's Name		**References (3x)	
Department ID		**Education Requirements	Verify and submit the Applicant's education as listed on the PD.
Job ID		**License Verified? (Attach a copy)	Verify and submit the Applicant's licenses as listed on the PD. Cannot start at FSU w/o confirmation.
Funding Code		Submit all Interview Notes	Facilities HR retains all recruitment records on behalf of Facilities Departments for four years, as per policy.
Desired Start Date	Start dates will be adjusted based on timing of approvals.	**Mandatory Interviews Complete?	Yes No
Internal or Previous FSU Employee?		Proposed Starting Salary	

Screening Foreign Researchers (Section 1010.35, Florida Statute)

Is the top candidate a citizen of a foreign country who is not a permanent resident of the U.S. **OR** are they a U.S. citizen/permanent resident who has affiliation with an institution or program or had at least one year of employment or training in China, Russia, Iran, North Korea, Cuba, Venezuela, or Syria? Yes No

Additional Comments:

**Submission of these documents is required to comply with University hiring and document retention policies.

Salary Analysis Form

Relevant Applicant Experience

Please indicate the applicant's years of relevant experience in the job type. (to the nearest 0.5 years)
Please indicate the applicant's years of relevant experience related to the position requirements. (to the nearest 0.5 years)
Please indicate the # of professional certifications the applicant holds relevant to the position requirements, if any.

Technical Skills

Basic	1. Low - Potential ability to execute the simplest assignments of the job requirements with some proficiency 2. High - Ability to execute fundamental assignments of the job requirements with proficiency
Intermediate	3. Low - Ability to execute many aspects of the job requirements with full proficiency 4. High - Ability to execute most aspects of the job requirements with full proficiency
Median	5. Ability to execute all aspects of the job requirements with full proficiency
Advanced	6. Low - Ability to execute all aspects of the job requirements with full proficiency and developing expertise 7. High - Ability to execute all aspects of the job requirements with full proficiency and developed expertise
Expert	8. Ability to execute all aspects of the job requirements with full proficiency and developed expertise while serving as a role model or coach for others.

Explanation: Indicate and Explain your rating and list relevant professional licenses/certs.

Supervisory Skills (If "No", then this section is not required)

Is this position directly responsible for supervising other salaried positions?		Yes	No
Basic	1. Ability to execute some of the supervisory requirements of the position at an entry level.		
Intermediate	2. Ability to execute most aspects of the supervisory requirements of this position with proficiency.		
Median	3. Ability to execute all aspects of the supervisory requirements of this position with full proficiency.		
Advanced	4. Documented experience in the execution of all aspects of the supervisory requirements of this position with full proficiency and developed expertise.		
Expert	5. Documented experience in the execution of all aspects of the supervisory requirements of this position with full proficiency and developed expertise; Serves as a coach for others.		

Explanation:



Legend: FHR Department

Please attach or Email: DISPOSITION SHEET REFERENCES LICENSES INTERVIEW NOTES INTERVIEW EVAL FORMS

Requester's Name and Signature

Date