



**REQUEST FOR RESOURCE EMPLOYEE**

Home Department Name and Number: \_\_\_\_\_

**PROPOSED WAGE AND SCHEDULE:**

# Hours per Week: \_\_\_\_\_ # Weeks to Work: \_\_\_\_\_ Hourly Wage: \$ \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

**HIRING INFORMATION:**

Name: \_\_\_\_\_ New Hire \_\_\_\_\_ Rehire \_\_\_\_\_

LIST PREVIOUS USC EMPLOYMENT OR TEMPORARY AGENCY EMPLOYMENT ASSIGNED TO USC WITHIN THE PAST FIVE YEARS IF APPLICABLE. (An attachment may be provided)

<u>Start Date</u>	<u>End Date</u>	<u>Job Title</u>	<u>Department</u>

**ATTACH THE FOLLOWING DOCUMENT TO THIS FORM:**

- memo explaining the type of work to be performed by the resource worker and why these duties are needed by the department and why they cannot be performed by a regular staff member.

**SUPERVISOR AND SUPERVISOR'S SUPERVISOR SUPPORT:**

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL/DIVISION REVIEW AND RECOMMENDATION: (See Staff Posting and Classification Procedures for appropriate signature:**

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

PLEASE SEND COMPLETED FORM TO THE COMPENSATION OFFICE OR HSC HUMAN RESOURCES ADMINISTRATION FOR APPROVAL.

**APPROVE:** Yes \_\_\_\_\_ No \_\_\_\_\_ **RECOMMEND:** Yes \_\_\_\_\_ No \_\_\_\_\_

Executive Director/Director, Human Resources Administration \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL TO HIRE:** Approved \_\_\_\_\_ Denied \_\_\_\_\_

Executive Vice President and Provost \_\_\_\_\_ Date: \_\_\_\_\_

Senior Vice President, Administration \_\_\_\_\_ Date: \_\_\_\_\_