



Human Resources

EMPLOYMENT SUMMARY
Non-Exempt (Hourly) Position

This form must be completed and submitted to Human Resources before final approval will be given for hiring a new employee.

Form with fields: Department, Position No., Position Title, Grade, Applicant Recommended for Hire, Recommended Hourly Rate, Anticipated Start Date.

Below, please list the individuals interviewed or contacted for the above position. Additionally, please attach the list of all applicants noting the "Reasons for Not Hiring" for each candidate.

- Two columns of numbered lines for listing interviewed or contacted individuals.

Hiring Supervisor's Signature

Date