

HIRING FORM

PLEASE NOTE:

No supervisor may authorize a candidate to begin work in his/her area until the proper recruitment steps have taken place and central ASU HR has approved the hire request. You should not authorize a candidate to begin work and then inform the personnel office after the fact that the person has started working and needs to be hired. There are various issues that will result if you do not follow this process (i.e. unpaid hours, insurance and EH&S issues, verification of eligibility to work, etc.).

PLEASE REFERENCE the student wage scale and job level descriptions on page 2, to assist in selecting the rate of pay and responsibilities.

Send this completed form to SGSUP-HR@asu.edu to begin the recruitment process.

EMPLOYEE INFORMATION

Job Title:			
Supervisor / PI:			
Pay Rate/Salary:			
Account / Grant Number:	CC:	PG:	
# of positions (is this a backfill?)			
Research / Business Admin Managing the Account:			
Work Study Eligible? (if student)	YES		NO
Standard Hours Per Week:			
Estimated Position Start / End Date:			

FACULTY/SUPERVISOR INFORMATION

Name:	
Email:	
Department:	

JOB DESCRIPTION

General Job Description:

Work Environment:

Essential Duties:

Desired Job Qualifications:

**How many days should job posting be available?
(minimum is 3 days for student worker positions and 5 days for staff positions)**

APPROVED TIME SHEET SIGNATURES

Others in my lab authorized to approve above listed applicant's time sheets if I am unavailable. Designees must have their signature in current SGSUP file for each applicant / student they are authorized to sign time sheets for. Authorization applies only for time sheets.

Printed Name:		Signature:	
Printed Name:		Signature:	
Printed Name:		Signature:	

Student Hourly Wage Scale (please note min. wage rates for **pre-approved ONLY** positions in California and DC)

Job Code Level	Job Level Descriptions	FY2025 Student Employment Standard Wage Scale Effective July 8, 2024					
		Arizona		California		District of Columbia	
		Min Pay Rate	Max Pay Rate	Min Pay Rate	Max Pay Rate	Min Pay Rate	Max Pay Rate
I	Duties are of a routine and simple nature; entry level. Requires direct supervision with relatively specific instructions. Little or no training or experience is required.	\$14.35	\$15.65	\$17.28	\$18.13	\$17.50	\$18.36
II	Duties are varied and less routine and involve a moderate degree of responsibility and judgment. May lead or coordinate activities of other student employees. Requires previous knowledge or skill and/or equivalent experience or training.	\$14.75	\$16.22	\$17.76	\$19.55	\$17.99	\$19.80
III	Duties are technical and complex and involve a high degree of responsibility and judgment. May supervise or direct activities of other student employees. A significant amount of specialized training or experience is required.	\$15.62	\$18.62	\$18.82	\$22.45	\$19.06	\$22.74
IV	Duties are highly technical and/or complex and involve a significant degree of responsibility and judgment. This classification is limited to teaching/research aide type work or those positions requiring highly specialized skills and/or technical knowledge.	\$17.40	\$50.50	\$20.98	\$61.08	\$21.24	\$61.87

OFFICE USE ONLY

Position Number:

Job Number:

Audit Worksheet:

Apply Funding:

Student Worker Number:

Approval:

PTR / Kenexa: