



Division of Human Resources Employment Service Center

Requisition for Temporary Employee

Candidate Information									
<i>Date Prepared:</i>									
<i>Candidate Name:</i>	<i>Banner/SS#:</i>	<i>Position#:</i>	<i>Assignment Start Date:</i>	<i>Assignment End Date:</i>					
<i>Immediate Supervisor:</i>									
<i>School/College/Division:</i>	<i>Department and Code:</i>	<i>Recommended Hourly Rate:</i>			<i>Approximate hours of work per week</i>				
Is the candidate related to anyone presently working for Wayne State University? <input type="checkbox"/> Yes <input type="checkbox"/> No									
<i>If yes, indicate the following:</i>									
<i>Name:</i>									
<i>Position:</i>									
<i>Department:</i>									
Reason for Appointment									
<input type="checkbox"/>	Short Term Projects	<input type="checkbox"/>	Sick Leave Replacement	<input type="checkbox"/>	Vacation Leave Replacement	<input type="checkbox"/>	Peak Period Workload	<input type="checkbox"/>	Filling vacant position currently posted until full-time employee can start work
<i>Replacing (Last Name, First Name): If Applicable</i>									
<i>Classification of Person Replaced:</i>				<i>E-class</i>		<i>Department:</i>			
<i>Occupational Title Associated with Duties (i.e., Secretary, Research Assistant) Do not use Technician or Temporary as title:</i>									
Description of Duties									
<i>Supervisor Signature:</i>							<i>Date:</i>		
School/College/Division Approval									
<i>Department Head Signature:</i>							<i>Date:</i>		
<i>School/College/Division Head Signature:</i>							<i>Date:</i>		
NOTE: Candidate should not begin work until all personnel paperwork has been completed									