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| --- | --- | --- | --- |
| **Candidate Information** | |  | |
| **First Name** | Click here to enter text. | **Appointment Begin Date**  *Ex: August 16, 2021* | Click here to enter text. |
| **Last Name** | Click here to enter text. | **Position Number** | Click here to enter text. |
| **Rank** | Choose an item. | **Department** | Click here to enter text. |
| **Requested Salary or Range** *(must be within posted range)* | Click here to enter text. | **DVF Vote** *(if applicable, only for external candidate)* | Click here to enter text. |
| **To submit the hiring proposal, the Applicant Tracking spreadsheet**  **must be attached with the second tab complete. Is this attached?**  Yes | | | |

**CHASS HR Services**

**Department Head Hiring Proposal Request Form**

Upload form along with required Applicant Tracking spreadsheet to Personnel Request.

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| **Did you contact and receive at least two positive professional references for this candidate?**  *(If the answer to this question is no, please go back and obtain references. Do not submit this form without at least two references)* | Choose a response. |
| **List the references you contacted including name, employer/company, and title of the reference.** | Click here to enter text. |