**CHASS HR Services**

**EPS Non-Faculty (At Will) Hiring Proposal Request Form**

**(Upload form along with required Applicant Tracking spreadsheet and Telephone References to the Personnel Request)**

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| **Candidate’s First Name** | Click here to enter text | **Candidate’s Last Name** | Click here to enter text |
| **Posting Number**  | Click here to enter text | **Position Number** | Click here to enter text |
| **Salutation Name***(Will follow “Dear” Ex: Dr. Smith)* | Click here to enter text | **Department**  | Select an item |
| **Proposed Start Date***(this may change based on factors such as background check, payroll lockout, etc.)* | Click enter a date | **Requested Salary Range***(must be within posted range)* | Click to enter text |
| **Is the candidate transferring from a state agency or another UNC System institution?** [ ] Yes [ ] NoIf yes, the search committee must provide them the following information regarding a possible change in their leave accruals:[UHR Vacation Leave website](https://hr.ncsu.edu/benefits-and-wellness/leave/vacation-leave/)[Leave Comparison Chart](https://hr.ncsu.edu/benefits-and-wellness/leave/leave-accrual-rules/)[Personal Leave FAQs](https://docs.google.com/document/d/1ckeVZnVO-D69ThQ5ipWoySodJ5adE3VVjGUNbvx7LPc/edit?tab=t.0)If the candidate has questions, they can reach out to UHR Benefits directly at 919-515-2135 or ncsuleaveteam@ncsu.edu |
| **Posting Status** | Select an item | **To submit the hiring proposal, the Applicant Tracking spreadsheet must be attached. Is this attached?**[ ] Yes |

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| **Did you contact and receive at least two positive professional references for this candidate?** [ ] **Yes***(If the answer to this question is no, please go back and obtain references. Do not submit this form without at least two references. Click the links below for additional resources.)* [*Reference Check Guidelines*](https://www.google.com/url?q=https://hr.ncsu.edu/wp-content/uploads/2015/10/ReferenceCheckGuidelines.pdf&sa=U&ved=0ahUKEwiEiO_-hqrgAhVndt8KHaTCAIYQFggHMAE&client=internal-uds-cse&cx=005788656502990663686:7aklxhhhqw0&usg=AOvVaw07NmIRB4c298O3F9o50aRy)[*Telephone Reference Check*](https://www.google.com/url?q=https://hr.ncsu.edu/wp-content/uploads/2015/10/TelephoneReferenceCheck.pdf&sa=U&ved=0ahUKEwiEiO_-hqrgAhVndt8KHaTCAIYQFggJMAI&client=internal-uds-cse&cx=005788656502990663686:7aklxhhhqw0&usg=AOvVaw1qLGYXxvAo1CwtBxSKJouQ) *Form* |

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| **Comments/Additional Information** |
| Enter Text |