**Authorization to Interview**

|  |  |  |
| --- | --- | --- |
| Date: Job Title: | | |
| Supervisor: | | |
| Department: | | |
| Requested Start Date: | | |
| Circle one: Regular Seasonal Temp | | |
| Circle one: FT PT Hours: | | |
| Will Report To: | | |
| Circle one: New Position Special Project  Replacement (For who)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Updated Job Description Attached: Yes No | | |
| Salary/Hourly Range: Minimum \_\_\_\_\_\_\_\_\_\_\_\_ Maximum \_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Comments/Hiring Suggestions: | | |
| ***Approval*** | | |
| Supervisor’s Signature | | Date: |
| Comments: | | |
| ***Department Use*** | | |
| Company Hire | Temp Service Hire | |
| Date Offer accepted: | Bill rate: | |
| Name: | Actual Start Date: | |
| Start Date: | Temporary Service: | |