**Authorization to Interview**

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| --- |
| 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: |