

**NYU STERN SCHOOL OF BUSINESS
REQUEST TO HIRE PART-TIME OR FULL-TIME TEMPORARY WORKER**

Please do not use this form to hire students, graders, graduate fellows or teaching fellows.

Section 1: All requests must provide the following general information:

Date of Request: _____ Person responsible is: Administrator
 Faculty
 Other (specify _____)

Person Responsible for Hiring: _____

Department: _____ Extension: _____ E-mail: _____

Description of services to be provided: _____

Is the work: Research Technical/Web Other Please specify: _____
 Clerical Managerial _____

Who will control how, when, and where the services are performed? The worker The NYU supervisor

Number of work hours per week: _____ Start Date: _____ End Date: _____

Chartfield to be charged: _____ STARS Grant Other

Section II: If Clerical, Technical or Managerial work is checked above, please answer the questions in this box:

Might the work continue beyond the end date? Yes No If Yes, for how long? _____

Is this a recurring need? Yes No If yes, how often, how long, hours/week: _____

And if yes, describe any efforts to secure permanent part-time help _____

Section III: If you have identified a candidate to hire, please answer the questions in this box:

Name of person to be hired: _____ Phone: _____

Is this person:

- Currently employed by NYU? Yes No
- An NYU student? Yes No If not, what attempts were made to hire an NYU Student?

- A member of the faculty member or administrator's family or household? Yes No

Section IV: Signature and Submission (for all requests)

Signature of Person Responsible for Hiring: _____ Date: _____

Faculty: Send form to Faculty Services, KMC 11th Fl, Mail Code: 0286, Attn: Nadia Cureton
Administrators: Send form to Stern HR, Tisch 6th Floor, Mail Code 0154, Attn: Jennifer Jackson Weber

Section V: For OFS/HR/Budget use only.

OFS/HR Approval _____ Date _____

Process by HR (Payroll) Budget (Accounts Payable)