



REQUEST FOR EMERGENCY HIRE

REQUIREMENTS FOR REQUEST: An **Emergency Hire** is a “temporary hire” which can fill a vacant **Classified** position for no more than 120 calendar days. This period will allow a hiring unit to meet their need for temporary assistance or conduct recruitment to fill a vacant position. **To request an Emergency Hire, please complete this form, attach a current copy of the applicant’s resume, Hiring Process Report (HPR) and submit to [Human Resources Staffing Department](#) located in the USB Building.** For additional information/guidelines, please refer to SPP 201, Employment/Recruitment Policy.

VP/College:		Department:		Department Code:	
Name of Emergency Hire:				ASU ID/SSN:	
Employee Type: <div style="text-align: right;">Classified Positions Only <input type="checkbox"/></div>					
Job Title:			Job Class:	Job Grade:	FLSA:
FTE:	Pay Rate:	Pay Status: Hourly	Pay Period	Appointment Date: from to	

Reason for requesting this Emergency Hire:

Department Chair/Director **Date**
Phone # _____

Dean (if applicable) **Date**

Human Resources **Date**