

## Quick Reference for Hiring Request

In most cases, necessary when hiring or re-hiring a continuous or non-continuous employee (see below)

Pertains to the initiation of a job for persons new to ISU or previously employed at ISU

Does NOT pertain to the modification\* of an active job

### Necessary to Submit?

Non-tenure track	yes
Tenure track	no
Summer	Requirements will be sent out each Spring by Human Resources
AP	yes
Civil Service	yes
GA	yes
Faculty Associate	yes
Extra Help	yes
Student	Refer to student hiring process defined by Human Resources

IF YOU REALIZE A MISTAKE ON A SUBMISSION, please email the appropriate HR employment consultant and Budget Office (pkbrush@ilstu.edu) the correction; do not re-submit.