GEORGIA HIGHLANDS COLLEGE

AUTHORITY TO HIRE

2008-2009

Requisition No. _____

Title of Position	B-CAT *(HR)*	Position Reports To

Department/Campus	Fund *(Budget Office)*	Position Number *(Budget Office)*

Projected Salary/Salary Schedule To Be Approved by HR	Recruitment Period	Projected Appointment Date

Justification:

Key Qualifications	Key Responsibilities

Requested by: _____ / _____ Approved by: _____ / _____
Division Chair/Director Date VP Finance and Administration Date

Approved by: _____ / _____ Approved by: _____ / _____
Vice President Date President Date

Approved by: _____ / _____
Director, Human Resources Date

THIS FORM MUST BE USED TO REQUEST PERMISSION TO EMPLOY NEW PERSONNEL OR PLACE EXISTING PERSONNEL (7/2006)