

Hiring Procedure for Catholic Center Positions

Adding a New Position or Filling a Vacant Position

Step 1: To be completed with the assistance of the HR Director:

a. Job Title: _____

b. Employment Relationship Status/FLSA: _____

c. Benefits Eligible: Y N

d. Department: _____

e. Supervisor: _____

f. Need: _____

g. Budget Impact: _____

h. Funding Source: _____

i. Beginning Date: _____ (proposed start date)

j. Ending Date: _____ (if temporary position)

Submitted by: _____ (Date)

Reviewed by HR Director: _____ (Date)

Step 2: Turn in form to the Finance Office for review and signature.

Reviewed by Finance Officer: _____ (Date)

Comments:

Step 3: Submit form to the Office of the Bishop for approval.

Bishop's Approval: _____ (Date)

NOTE: Submit completed form to the **Office for Human Resources.**

10/15/19