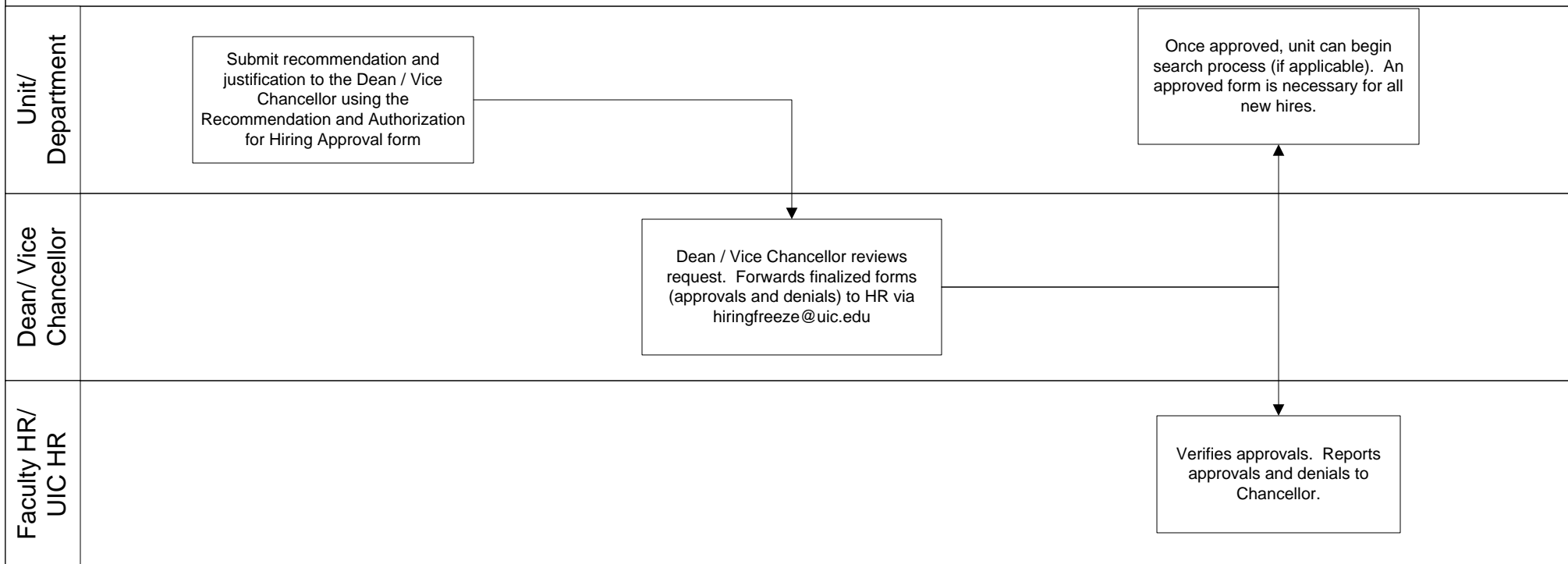


Hiring Freeze Effective January 29, 2010

Authorization for Hiring Freeze Exceptions – Delegated Category



Notes:

Be sure to send reports of approved and denied requests to Human Resources.

For Certain temporary and / or occasional employees, it is not necessary to send one form for each position to Human Resources. Please note the Recommendation and Authorization for Hiring Approval form instructions: If one of the following types are selected: undergraduate hourly, academic / academic hourly, graduate (TA, RA, or GA), or pre/post doctoral fellow, one form may be used for multiple hires. An excel spreadsheet should be attached identifying the relevant information for each hire based on Recommendation to Hire section and the Justification section on this form.

After budget plans are approved, all hires will go through the delegated hire process.