

Please Submit a Total of TWO (2) Documents to Phyllis M. Bibb:  
1 - Original Form on **Goldenrod Color** Paper, 1 - Copy on **White** Paper  
TK: \_\_\_\_\_

# **SCHOOL OF ENGINEERING AND APPLIED SCIENCE**

## **GRADUATED UNDERGRAD./GRAD. APPOINTMENT FORM**

CORRESPONDENT'S PHONE: \_\_\_\_\_

TO: Phyllis M. Bibb/SEAS Budget Office

FROM: \_\_\_\_\_ /Supervisor

\_\_\_\_\_ /Chairman's Approval

SUBJECT (check one): Appointment of: "Graduated" Undergraduate \_  
"Graduated" Graduate \_

*(For Summer Employment only)*

I wish to hire the below named SEAS Graduate. He/She has met the following criteria:

- Has graduated and received either BS or MS degree.
- Will only work for the Summer and will cease work *prior* to the start of the next Fall Semester
- Will not enroll in School for the Fall.
- Will not enroll in Summer classes.
- Commit to work no more than 40 hours per week.

If he/she does not meet all five criteria, he/she will not be considered for employment. Also, in order to hire, the following information is given:

NAME: \_\_\_\_\_

SOCIAL SECURITY # (last 4 digits only): \_\_\_\_\_

PAY RATE: \_\_\_\_\_ (PAY RANGE: \$7.25 - \$21.96)

ESTIMATED HOURS PER WEEK (MAX 40): \_\_\_\_\_

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APPOINTMENT PERIOD: \_\_\_\_\_

*(First day and last day to be worked)*

PROJECT # \_\_ / \_\_ / \_\_ / \_\_ / \_\_ / \_\_ AWARD # \_\_ / \_\_ / \_\_ / \_\_ / \_\_ / \_\_ / \_\_

ORG # \_\_ / \_\_ / \_\_ / \_\_ / \_\_

Principal Investigator - Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Self-Service Manager** - Name: \_\_\_\_\_ Signature: \_\_\_\_\_

If RESEARCH approval of Research Administrator: \_\_\_\_\_