



Recommendation for Hiring a Graduate Intern

For all appointments – Graduate Program Acceptance Confirmation, Resume & Job Description must all be submitted with this recommendation form.

Renewal _____ New Appointment _____

Department: _____ Supervisor Name: _____ Ext. _____

Graduate Intern Name: _____ Banner ID #: _____

Mailing Address: _____

Telephone #: _____ Email Address: _____

Appointment Term: Start Date: ** _____ End Date: _____

**Employee may not start working until approved by Human Resources.

Use if break in between semesters:

Second Appointment Term: Start Date: _____ End Date: _____

Weekly Hours: _____ Stipend Amount: \$ _____

Org # (Required): _____

Department Approval:

Approval (Financial Manager/Supervisor): _____ Date _____

Approval (VP/Dean/AVP): _____ Date _____

Human Resources:

Confirmation from Graduate Admissions Resume Job Description

Returning New Hire Background Check Materials Submitted: _____

PC#: _____

Approved by Human Resources: _____ Date: _____

Finance & Administration - Budgetary Approval:

Fund: _____ Org: _____

Budget Approval/Date: _____

Comments: _____