

**HIRING FREEZE WAIVER  
REQUEST TO HIRE FORM**  
Clayton State University — Human Resources

Current Job Title: \_\_\_\_\_

(\*Note: job description must be attached to this form)

Department: \_\_\_\_\_

New Position

Replacement – Replacement for: \_\_\_\_\_ Rate of Pay\* \_\_\_\_\_  
\*(Note: provide Rate of Pay of incumbent or if New – approved by HR)

Desired start date: \_\_\_\_\_ Anticipated **Range** of Pay\* \_\_\_\_\_  
\*(Note: Range of Pay is finalized by HR Director and the Budget Department)

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**ETE Type**

Full-time Employee – Specify number of hours per week: \_\_\_\_\_

Part-time Employee – Specify number of hours per week: \_\_\_\_\_

Temporary Employee – Specify expected period of employment: \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

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**Justification/Critical Need:**

\_\_\_\_\_  
Hiring Manager

\_\_\_\_\_  
Date

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**Approval**

\_\_\_\_\_  
Department Head (If applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President/Division Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

*The Hiring Manager is responsible for completion of this form. The request will then be sent to the Vice President for the respective division for approval **PRIOR** to critical vacancy process.*