Hiring Requisition Form

Directions: After reviewing hiring policy in GLAVREF's PI Handbook, please fill the form below and return to GLAVREF HR no later than six (6) months of the anticipated hire date. If making a request for a *contractor*, please speak with the HR Director who has the authority to determine adherence to IRS guidelines. Disputes about contracted work may be reviewed with GLAVREF's Legal Counsel.

Currently, please allow up to six (6) months for the VA WOC process.

Please do not leave any fields blank. All fields are mandatory. Fields left blank will cause the form to be returned to the PI. To find your fund number, please refer to your financial statements.

Principal Investigator Acknowledgment:

The submission of this form is done with the understanding that:

1. There are sufficient funds in the account(s) below to request new personnel
2. An accurate GLAVREF position description is attached to this Job Requisition Form
3. The account(s) listed are appropriate to charge for this position
4. A VA "Without Compensation" (WOC) appointment will be obtained for the personnel hired with this Requisition – please allow up to six (6) months for this VA WOC process.

Section A: Project Information – GLAVREF Fund Number Required

Principal Investigator:

PI Email:

PI Phone/Extension:

GLAVREF Fund Number :

Available Funding for This Position: ☐

Amount Funding Available for This Position:

Section B: Employment Information

Name of Candidate

New Position ☐

Replacement for (Name of Departing Employee)

Tentative Start Date:

GLAVREF Job Title:

Hours Per Week:

*Pay Rate Requested:

Per Hour ☐
Salaried ☐

Position is:

Full Time (30 hrs/wk or more; eligible for paid leave and health benefits) ☐
Part Time (20 hrs/wk or more; eligible for paid leave) ☐
Temporary (3 months or less; no benefits*) ***requires*** a Not to Exceed Date: ☐ (Not to Exceed Date)

and Number of Hours Per Week:

☐ Currently Employed by the VA ☐ Currently Employed by UCLA

*Please discuss salary with GLAVREF HR Director. Hiring will align with the NPC's approved salary schedule. Do not guarantee or negotiate payment directly with the candidate.

Section C: Recruitment Information

Are you looking for an external hire?: ☐

Please submit to Human Resources for further processing once completed.

Section D: Signature Authorization

Principal Investigator Approval: Date:

Approval to Offer Job
This section to be completed by HR only

Name of Candidate:

Pay Rate Requested: **Tentative Start Date:**

Approved:
Executive Director **Date:**