

UNIVERSITY OF ALASKA EMERGENCY HIRE REPORT

Hiring approval must be received from the Affirmative Action Director
prior to approval to offering the position to any applicant.

Region: _____ Department: _____
 Cost center: _____ Job Title: _____
 Job Title #: _____ EEO-6 Category: _____
 Classification: _____ Student Classified Faculty APT
 Date OHRD/AA Notified _____ Salary and Range: _____
 Duration of Appointment _____ (FT PT)

1) Justification for emergency status and waiver of advertising:

(Attach memo of explanation)

- To cover an employee on emergency or short-term, temporary leave.
- To appoint a short-term, temporary employee to assist with an unexpected increase in work load
- To temporarily fill a vacancy only for the duration of the normal recruitment and hiring process
- To hire an author or principal investigator of a restricted fund or other sole source project
- To replace a faculty member who unexpectedly fails to return for the beginning of classes, or when unexpected increased enrollment warrants additional faculty
- To meet the unexpected employment demands of an emergency nature

2) How/why was successful candidate selected?

3) Target recruitment sources:

Name	Handicap	Vietnam Veteran	Referral Source

AA/EEO
 Supervisor: _____ Phone: _____ Date: _____

Signature: _____ Date: _____
 Hiring Authority

Approval: _____