EMERGENCY HIRE
(NOT TO EXCEED 60 DAYS)

Preferred Candidate's Name: _____ DOB: _____

_____
Job Title

_____
Current Campus/Center Location

_____
Immediate Supervisor's Name

_____
Department/Division

Check One: ☐ New Position   ☐ Replacement Position

Justification for Emergency Hire (*Check All That Apply*):

☐ A failed recruitment (insufficient candidate pool and/or insufficiently qualified candidates) when incumbent has already separated from the position;

☐ Unexpected medical/personal leave by incumbent;

☐ Unanticipated project/operational needs that exceed the capacity and/or skill level of the current staff in a department;

When department is uncertain of continued funding or duration of position, program, and/or department.

Explain:

_____

_____

_____

_____

_____

_____

Date of Hire: _____   Salary: $_____

Account/Dept. Budget No.: _____

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

We certify that the above-mentioned candidate meets all necessary requirements for temporary employment, and all necessary documentation has been attached for review (including the job description, resume and transcripts, etc.). Thus, we submit this preferred candidate's recommendation for full consideration of temporary employment.

_____
Immediate Supervisor's Signature   Date

_____
Division's Vice President's Signature   Date

Recommendation:

☐ Approved   Denied

Comments:

_____

_____

_____

_____
President's Signature   Date

==The following documents must accompany the "Emergency Hire" form for consideration of approval by the President:==

Completed Application for Employment
Official Job Description
Resume *(if applicable)*
Unofficial Transcripts *(Official Transcripts Must Be Submitted to Human Resources Prior to the Employee's Employment Start Date)*