

CWA – SEIU - SECURITY

TO BE FILLED OUT BY THE HIRING SUPERVISOR

EMPLOYEE NAME: _____

JOB TITLE: _____

HIRE/TRANSFER DATE _____

TOTAL HOURS PER WEEK _____

SHIFT START TIME _____

SHIFT END TIME _____

SALARY RATE _____

LEVEL _____

SHIFT DIFFERENTIAL _____

of MONTHS _____

POSITION# _____

CAMPUS INFORMATION:

SCHOOL/DEPARTMENT _____

SENIOR EXECUTIVE _____

SUPERVISOR _____

BUILDING: _____

ROOM: _____

PUBLISHED EXTENSION: _____

PRIVATE EXTENSION: _____

APPROVALS:

SUPERVISOR

DATE

ASSISTANT VICE PRESIDENT, HUMAN RESOURCES

DATE

PROBATIONARY PERIOD ENDS: _____
(DATE)