

RIT | Rochester Institute of Technology

COVID – 19 Temporary Student Hiring Practices

Approval for Hiring

Date:

Department:

Contact Person:

Student Direct Supervisor (who the student will be reporting to):

Please Circle Appropriate Answer

This appointment is for which term:	Summer	Fall
What type of position is this:	New	Existing
This position supports the educational mission, research, and/or business continuity of RIT:	Yes	No
This position is funded by:	Grant	Department Funds

Every position requires two levels of department approval.

First Approver Signature/Title:

Dean or Vice President :

**This form must be completed and delivered with every hire form to the Student Employment Office.
Hire forms sent without this approval form will not be processed.**