

Intent To Engage

**Candidate/Contractor/Vendor (Other)
Name:**

**Email/Phone
Number:**

**Employment
Authorization
Type:**

**Account
Number To
Charge To:**

If visa, indicate which type for ISSO purposes:

Start Date:

End Date:

BU Status:

Budget:

Hourly, lump sum, etc.

Consultant/
Contractor

Vendor

Guest Speaker/
Expert

Staff

Student

Temporary
Hire

Other (Please
specify below)

***NOTE:** Student employees are limited to working 20 hours per week during academic periods, and 40 hours per week during break periods. If you are hiring a student, they work on a semester-to-semester basis. This means they will need to be rehired each semester.

**Estimated hours
per week:**

Supervisor:

This form is intended to **initiate** the process of bringing a new, previously, or currently engaged person/ organization onboard. At least 30 days advance notice is required in order to ensure all people and departments are involved in the onboarding process.

Please note: Any hiring/agreements made without confirmation and without final approval from administration may result in disciplinary action, and/or charges of all costs to the requestor's discretionary account.

Please use this box to provide any information, in as much detail as possible, about your intent to hire/ (re-)engage this individual/ organization. Time frames vary depending on the type of engagement requested.

Please also attach any additional documents (e.g. job description, previous contracts/arrangements, estimates of cost, contract proposals, etc.).

Please complete all applicable sections and return the form to your department Director of Administration, manager, or Associate Dean for Administration for further processing and approval.

Requestor Name: _____ Date: _____

Associate Dean for Administration: _____ Date: _____

ADA signature required for all consultant/contractor engagements where an RCICR is required.

Admin use only

Notes: