



REQUEST TO MAKE AN OFFER

\*ALL FIELDS ON THIS FORM MUST BE COMPLETED OR PLEASE INDICATE N/A\*

Job Number & Title: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Job Code: \_\_\_\_\_

If you are replacing a departing employee, what is happening to the incumbent?

Transferred Eff Date: \_\_\_\_\_ Term/Retired Eff Date: \_\_\_\_\_

Hours Changed Eff Date: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Internal Candidate External Candidate

Did your candidate apply online? Yes No

Have you checked references? Yes No

(All Candidates must apply online to the Job Posting they will be hired to. The only exception is for Strong Internal Candidates. If you have an internal candidate, please forward an updated resume to me with this form.)

What did candidate say was the highest level of education is? (HS Diploma, college degree (indicate degree), or enrollment only (some College))

Proposed Pay Rate? \$ \_\_\_\_\_ Per \_\_\_\_\_

Anticipated Start Date \_\_\_\_\_ Employee's Interoffice Box #? \_\_\_\_\_

Location: SMH Medical Center River Campus

Off Site? Indicate address: \_\_\_\_\_

(If employee will work at multiple sites, please select a primary address)

Is this position funded by a Federal Grant? Yes No

Patient Contact or Research Study Contact? Yes No

(\*Patient Contact is defined as any staff member who provides direct patient care, or who works in areas where patient care occurs.)

Nursing Practice Orientation required? Yes No

Will candidate be working with Minor Children, In a program registered with UR's Risk Management Office? (This does not apply to Minor Children who are accompanied by a parent for a healthcare visit)

Will this position require Cash Handling Yes No

Is this position certified, licensed, or operated under a facility or program by the:

Office of Alcoholism and Substance Abuse (OASAS)? Yes No

Or the Office of Mental Health (OMH)? Yes No

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Please check all shifts the employee will be working:

Days Evenings Nights Rotating Shifts Weekends TAR - unknown

Work performed outside of New York State? Yes No

Work performed in New York City? Yes No

Will employee need to register for Parking? Yes No

Comments: \_\_\_\_\_