

# OUT OF STATE STAFF REQUEST FORM

## **Requestor Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Please identify the following for the prospective employee:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College/Division |  | Department |  | |
| Hiring Manager |  | | | |
| Prospective Employee Name |  | Position |  | |
| Current/Requested location |  | Can this job be done completely remote from outside of GA? | | \_\_\_\_ Yes \_\_\_\_ No |
| Anticipated hire date (or date to move out of state) |  | Will this person supervise others? | | \_\_\_\_ Yes \_\_\_\_ No |
| Duration of out of state assignment |  | Standard hours/FTE | |  |
| Employee Type | \_\_\_\_ Staff | \_\_\_\_ Student Assistant | |  |

## **Justification**

1. Please explain why this individual is more qualified than a candidate who will perform the work in the State of Georgia? What skill set do they have that others do not?

2. Please explain what efforts have been made to find a candidate who will perform the work in Georgia?

3. How will KSU benefit from this employee working outside of Georgia?

## **Approvals**

|  |  |  |
| --- | --- | --- |
| Department Chair/Director | Signature: | Date: |
| Division/Dean | Signature: | Date: |
| Vice President | Signature: | Date: |

Once all approvals are obtained, please email the completed form to [hr@kennesaw.edu](mailto:hr@kennesaw.edu).