



Form 3505 FR.01

Out-of-State (U.S.) Hiring & Placement Questionnaire

Revised 2/1/2019

Submission Information			
Submitted by (name):		Date:	
State Requested:		Employee Name (if applicable):	
Supervisor Name:		HRG:	
Department:			

Position Information			
Position Classification:	<input type="checkbox"/> M&P <input type="checkbox"/> Temporary M&P <input type="checkbox"/> Fixed Duration; if so, length of duration: _____		
	<input type="checkbox"/> C&T <input type="checkbox"/> Temporary C&T _____		
	<input type="checkbox"/> Postgraduate Associate <input type="checkbox"/> Postdoctoral Associate <input type="checkbox"/> Other; describe: _____		
Position Title:		Position Grade:	
Position Description (condensed):			
Salary:		Grant Funded:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anticipated Start Date:		Anticipated End Date:	
		New Position:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transfer of Existing Employee:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If transfer, is this the same position employee is in currently?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Physical Location (address) where the work will be performed:			

Business Purpose Information			
Has the request received HR and LA approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If a new position, was this position posted, and were other candidates interviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:	
Was position reviewed for independent contractor vs. employee status?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:	
University business need for this out-of-state work location:			
What is the technical support plan (e.g., laptop use, phone, etc.)?			
What is the management support plan?			

Review Committee Use Only			
Are there currently employees working in this state?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Institutional cost-benefit analysis:			
Institutional recommendations:			
Committee approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:	
Date responded to department:			