

Midwestern University: Request to Rehire Form

Instructions

1. Complete this form to seek approval to rehire for a replacement position.
2. Draft a summary in a word document explaining the business need for requesting to rehire for this position.
3. Email the signed form and justification document to Melissa Pergande, Director of Talent Acquisition.
4. The rehire request will be reviewed at the monthly Position Review Committee meeting.
5. You will be notified by Human Resources when your request has been reviewed.

Position Information

Name of employee who vacated position:

Job title of vacant position:

FTE:

Ending salary of employee who vacated position:

Estimated salary of rehire:

List all vacant positions in department:

Do you want to rehire for the same job or revise the position to a new position?

☐ Same Position ☐ New Position

If you would like to revise the position to a new position, please attach the new position details.

Approval

Requestor Signature: _____

Dean/Department Head Signature: _____

CEO, CFO, CAO, VP Signature: _____

Justification must be attached to the form. Forms without justification will not be reviewed.