

CONSULTANT HIRING PROCESS:

Instructions:

Tab button will bring you to fields required.

Effective FY13 all UITS consultant hires must have a valid reason for hiring a consultant in lieu of hiring someone through the normal university search process (full or limited search or a SPAR search).

Please fill out all fields in the form below and be as detailed as possible in your job description, justification and reason/s of not using the search process. If extra space is needed please add an attachment. It is better to have too much information than not enough. Consultants will be solicited for hire after the UITS Chief Information Officer (CIO) has approved the request, as well as the account funds identified and secured.

The Business Office will contact all vendors contracted and have them send over resumes for consideration. You may set up your own interviews but do not indicate to any candidate that you plan to hire them. Notify the Business Office once your selection is made, provide them the name of the consulting firm, consultant to hire, a firm start and end date.

If for any reason the consultant is not working out please do not contact the consultant or consulting firm before working with the Business Office and plan of action you prefer.

There should be no "loaning" of consultants to other jobs or projects. You will need to resubmit the request form and have prior approval of the CIO to initiate a change in their original hire purpose.

Please allow enough lead time for processing a new purchase order. I would plan on 3 -4 weeks turnaround from beginning to end, depending on how long your interview process takes.

Consultant Hire, Extension or Change Request Form – Part A

This is a ___New ___Change ___Extension and/or ___Funding Change Request

Consultant Name (if known): _____ Hiring Department: _____

Dept. Contact/Tel#: _____ Preferred Vendor/Firm: _____

Start Date: _____ End Date: _____ Hours per week: _____ Rate per Hour: _____

Total Committed Amount: _____ Acct to Charge: _____

Project Name/Number: _____

Formerly Filled or Current Position Level/Title: _____

Position Level Requesting: _____

Please Attach Job Description (Specific Skills Required for Position)

Justification for Consultant Hire:

Justification for Not Using Search Process (Full, Limited, Special Payroll):

Approved By:

Department Director Signature/Date

CIO or Representative Signature/Date

Consultant Hire, Extension or Change Request Form – Part B

Please submit to the Business Office so they can begin to the hiring process and confirm with consulting firm of start date. Please attach final job description that will be forwarded to consulting firm and UITS HR. Thanks.

Hiring Consultant's Name: _____ **Consultant Company:** _____

Hiring Department: _____ **Associated Project:** _____

Start Date: _____ **End Date:** _____ **Hours per week:** _____ **Rate per Hour:** _____

Total Committed Amount: _____ **Acct to Charge:** _____

Position Level/Title: _____

Final Job Description:

TERMINATING EARLY – PLEASE NOTIFY THE BUSINESS OFFICE – DO NOT CONTACT THE VENDOR DIRECTLY.