



E-Hiring Authorization Request

Drexel University: DrexelJobs

EMPLOYEE ID:	
USER ID:	
EMPLOYEE LAST NAME:	
EMPLOYEE FIRST NAME:	
HOME ORGN:	
ORGN TITLE:	
OFFICE PHONE:	
EMAIL ADDRESS:	

ORGN ACCESS - List the Orgn Codes this employee should have access to for the electronic hiring process

ORGN CODE:	ORGN TITLE:	ORGN CODE:	ORGN TITLE:

Please select User Level:

CHECK:	USER LEVEL	USER LEVEL DESCRIPTION
<input type="checkbox"/>	Originator	Ability to create a requisition for an Orgn listed above. Authorized to access all information pertaining to the requisition created, including: application, job status, and applicant status.
<input type="checkbox"/>	Department Administrator	Ability to create/edit/approve a requisition for an Orgn listed above. Authorized to access all information pertaining to requisitions within these departments.
<input type="checkbox"/>	Dean / Director	Ability to create/edit/approve/return a requisition for an Org listed above. Authorized to access all information pertaining to requisitions within these departments.
<input type="checkbox"/>	VP / Provost / President	Ability to create/edit/approve/return a requisition for areas listed above. Authorized to access all information pertaining to requisition process within responsible area.
<input type="checkbox"/>	Proxy Level 1	Ability to serve as a proxy to create/edit/approve/dissapprove for the VP/Provost for the orgs listed above.
<input type="checkbox"/>	Proxy Level 2	Ability to serve as a proxy to create/edit/approve/dissapprove for the VP/Provost for the orgs listed above.
<input type="checkbox"/>	Research	Ability to approve positions charged to a research grant.

APPROVALS: Please print, sign, date, and return to your Human Resources Recruitment Consultant. FAX: 215-895-5813

Department Administrator (Print Name)	Signature	Date
VP / Executive (Print Name)	Signature	Date

Drexel University requires that all employees authorized to view confidential salary and personnel data be authorized to do so by a senior officer of the University. Requests without the required authorization will be returned to the Department Administrator.