



### **Temporary Assignment Form**

**INSTRUCTIONS:** Use of funds for temporary staff from an outside agency and temporary hourly employees require prior approval. Please submit your request by completing this form and routing for approval. Once fully approved, it should be sent to HR: [careers@njit.edu](mailto:careers@njit.edu). Once HR receives the form, we will reach out to discuss your request.

<b>Department Name:</b>	
<b>Submitted By Name/Title:</b>	
<b>Submitted By Contact Information:</b>	

<b>Please describe the reason for the request:</b>	
<b>Dates Needed:</b>	Start Date: _____ End Date: _____
<b>Summary of Responsibilities</b> (please list at least 3-5 essential functions):	
<b>Prerequisite Qualifications/ Preferred Qualifications:</b>	
<b>Reports to:</b>	
<b>Budgeted Amount:</b>	
<b>Index #:</b>	

#### **Approval Signatures:**

- Hiring Manager: \_\_\_\_\_
- Division Head/Dean: \_\_\_\_\_
- Vice President (if applicable): \_\_\_\_\_
- Budget: \_\_\_\_\_