



Florida International University

Strategic Hiring Form

Florida International University will pay for moving expenses, reimburse incurred expenses, provide a monetary allowance or offer a combination thereof for eligible full time faculty and staff as outlined in the University Moving and Relocation Procedure. Eligible employees include those hires which are defined as strategic. A Strategic Hire is defined as a position which is critical to the University's operation or to the implementation of key priority projects, and whose hiring is in the University's best interest. The University President, with the recommendation of either the Provost or the Senior Vice President for Finance and Administration, must approve individuals considered Strategic Hires *prior* to any offer being communicated to the prospective employee. A Strategic Hiring Form will be submitted to the Provost or Senior Vice President for Finance and Administration for approval by the hiring manager delineating the strategic justification. Once approved by the Provost or Senior Vice President for Finance and Administration, the form will be submitted to the President for approval.

Name of Prospective Employee: _____

Title: _____

Department: _____

Position #: _____

Proposed Relocation Amount: _____

Hiring Manager: _____

Please describe criticality of position to the University's operation and/or to the implementation of key priority projects:

Executive Vice President and Provost
Signature Approval (Academic Affairs)

Date

Senior Vice President for Finance and Administration
Signature Approval (Administration)

Date

President Signature Approval

Date

Please return completed form to Recruitment, Division of Human Resources, PC 234.