



# Certification Review Request Form

This form must be completed prior to any offer for Instructional Hire

School: \_\_\_\_\_ Request submitted by: \_\_\_\_\_ Ext: \_\_\_\_\_

Date of request: \_\_\_\_\_ Position for consideration: \_\_\_\_\_

Course codes assigned to target position: \_\_\_\_\_

Applicant for consideration: \_\_\_\_\_ CID# \_\_\_\_\_ Posting ID# \_\_\_\_\_

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*\*For HREQ Use Only\**

Approved: \_\_\_\_\_

Re-Submit for OOF/NHQ Review: \_\_\_\_\_

Denied: \_\_\_\_\_

Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

## Request to Hire Out-of-Field / Not Highly Qualified

Number of times position was advertised: \_\_\_\_\_

Additional information for consideration (Please indicate the reasons you are choosing the applicant listed above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*\*For HREQ Use Only\**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

This applicant will be OOF/NHQ in the following area(s) based on the course code numbers provided: \_\_\_\_\_  
\_\_\_\_\_

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

HR Internal Checklist

Entered Approval Note in Applicant System

Sent Review Request Form to Cloud

Saved Review Request Form to Folder