**Authorization to Hire**

Please provide the following information for the selected candidate:

Position Title:

Position Number:

Selected Candidate:

Confirmed email address:

Expected Hire Date:

Hiring Salary:

\*\*Moving and Relocation Agreement:  Yes  No

Amount: (paid by the hiring department)

Approved:

\*Hiring Supervisor’s Signature Date

***\*Hiring Supervisor Signature certifies:***

1. Moving and Relocation have appropriate cabinet level approval.

2. UMW’s Moving and Relocation policies and procedures have been reviewed for compliance with IRS and Commonwealth of Virginia regulations.

<http://adminfinance.umw.edu/ap/moving-and-relocation/>

3. Moving and Relocation agreement is filled out with original signatures and returned to Human Resources. We will send it to the candidate along with the new hire offer letter or contract.