**ACES HR Hiring Form**

**TEMP HIRE**

Aggie ID#:

Last Name, First Name, Middle Initial:

Dept. Org:

Position Title:

Position Start Date:

Position End Date:

FTE:

Index:

Supervisor:

T-Org:

Job Duties:

***Required Documents:***

Sensitive Duties- <http://hr.nmsu.edu/wp-content/uploads/2013/04/E_F_Sensitive_Duties_Checklist-7.12.21.docx>

Background Check- <https://hr.nmsu.edu/wp-content/uploads/2017/11/Background-Check-Release-Form-7.12.21.doc>

Resume

Transcripts

New Employee Data Form (Used for International employees or those who don’t have a Banner #) <https://hr.nmsu.edu/managers/newhire/>