

Management Hire Intake Form

Complete this form if you want to hire:

- Student Worker
- Work Study
- Graduate Student
- Temp Extra

Number of openings: _____

Recruiting instructions:

Target hire date: _____

Target end date: _____

Job profile:

- Student Worker
- Work Study
- Graduate Student
- Temp Extra

Job description:

- Details required for posted jobs:
- Number of hours per week: _____
- Account to charge: _____

Salary:

- Hourly rate Undergrad and Temp _____
- Graduate Student Monthly stipend _____

Return to: Mgmt-Payroll@wharton.upenn.edu

See Jack Collins with questions.