IDENTIFY FUTURE EMPLOYEE

INTERVIEW

NEGOTIATIONS

- RATE
- TIME
- TASKS

SOLE SOURCE JUSTIFICATION

- ADVERTISE: OPTIONAL

CONTRACT DEVELOPMENT

SIGNED BY CONTRACTOR

- TWO ORIGINALS

RETURNED TO INSTITUION

SIGNED BY INSTITUTION

- TWO ORIGINALS

ONLY THEN CAN THE EMPLOYEE BE PAID

A19

TIME SHEET

COMPLETED PACKET

- ONE ORIGINAL EACH
  - PAUL POPPE
  - CONTRACTOR

TERMS & CONDITIONS

- EXHIBIT A
- TEMPLATE
  - LONG
  - MEDIUM
  - SHORT

POSITION DESCRIPTION

- EXHIBIT B

SOLE SOURCE DOCUMENT

- EXHIBIT C