



BOISE STATE UNIVERSITY

Date:

Name of Receiving Employee:

Job Title:

Department:

Supervisor Name:

Underfill Request

This appointment is an underfill of the position:

Departments Plan for Candidate

This plan is contingent upon the successful completion of the following additional requirements within the given time frame.

Time frame: _____

Your salary will be adjusted to \$_____ or the new minimum of pay grade ____, whichever is greater.

If you are unsuccessful in completing the plan, Human Resources will schedule a meeting with you to communicate next steps, which may include an extension of the plan, dismissal, or other appropriate action.

X _____
Supervisor Signature

X _____
Authorized HR Representative