



Request for Administrative Assistance

For PRN Administrative assistance, complete this form and email to Bev Mason (bmason@carrollhospitalcenter.org)

If you have any questions, please contact Bev Mason on ext. 6947.

Thank you

Details of Request

Requesting Manager: _____ Date: _____

Requesting Department: _____ Cost Center: _____

Start Date: _____ End Date: _____

Computer/Application Requirements:

Additional Comments:

Post-Assistance Evaluation

Please provide a summary of the individual's job duties performed and a brief evaluation of the level of assistance provided (*for annual review purposes*):

Note: Assistance needs should be a minimum of one (1) week. If you have a need that is less than one week, please make every attempt to enlist the assistance of current departmental staff; if none available, contact Human Resources.