JOB SEARCH REQUEST FOR ATHENS STATE UNIVERSITY

PART 1 - REQUEST (The Appropriate Vice President completes Part 1 and forwards the form to the Vice President for Financial Affairs.)

It is requested that a job search be conducted to solicit applications for the following position of employment:
□ Existing position:
□ Proposed new position:
This Search is: f an initial Job Search a reopened Job Search
The foregoing position needs to be filled because:
Submitted by: Appropriate Vice President Date submitted to V.P. for: Financial Affairs (budget verification) Note: A Vacancy Notice must be attached to this Job Search Request Form.
PART 2 - BUDGET VERIFICATION (THE V.P. FOR FINANCIAL AFFAIRS COMPLETES PART 2, THEN FORWARDS THE FORM TO THE PRESIDENT.)
Comments:
Verified in Budget: Date this form submitted to President: V.P. for Fin. Affairs
Budget Information Has Been Provided to Human Resources (check, if yes)
PART 3 - APPROVAL (The President completes this Part 3, then returns the form to Human Resources)
The above request: □ is approved □ is denied
Comments:
Signature: Date this form returned to Human Resources:
PART 4 – VACANCY IS ADVERTISED – (Human Resources proceeds to advertise.)
Date of Posting:
Vacancy Number:
Human Resources Personnel:

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