

**REQUEST FOR JOB SEARCH**

**PART 1: REQUEST (**The Appropriate Dean/Director completes Part 1 and forwards the form to the appropriate VP)

It is requested that a job search be conducted to solicit applications for the following position of

employment:

 [ ]  Existing position title Click or tap here to enter title.:

 [ ]  Proposed new position title: Click or tap here to enter title.

This Search is:

[ ]  An initial Job Search

[ ]  A reopened Job Search

**The foregoing position needs to be filled because:**

Click or tap here to enter text.

**S**ubmitted by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dean/Director

Note: The Posting Information Form must be submitted with this Job Search Request along with a previous vacancy notice or job description (if available)

**PART 2: VP VERIFICATION** (The VP completes Part 2, then forwards to the **Office of Human Resources** for final budget and Presidential approval)

Comments: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Appropriate VP: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART 3: BUDGET VERIFICATION – OFFICE OF FINANCIAL AFFAIRS**

The above request is**:** APPROVED or DENIED

Comments: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

VP For Financial Affairs: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 4: PRESIDENT**

The above request is: APPROVED or DENIED

COMMENTS: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

University President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return to HR for processing.

**Posting Information**

 **(Submit with the Request For Job Search Form)**

|  |
| --- |
| **Position Title:** Click or tap here to enter Title. |
| **Full-Time** [ ]  **or Part-Time** [ ] , **If Part-Time, Number of hours per week:** Click or tap here to enter Numbers of Hours per week. |
| **Temporary: Yes** [ ]  **No** [ ] **, If Yes, Number of Months:** Click or tap here to enter text. **(one-year maximum)** |
| **Suggested Search Committee Chair:** Click or tap here to enter Committee Chair.**(For non-exempt positions an informal hiring group may be used, a chair is not necessary)** |
| **Suggested Search Committee or Hiring Group Members:** Click or tap here to enter Committee Members.**(Hiring groups may consist of one or more individuals at the discretion of the VP)** |
| **Position reports to:** Click or tap here to enter who the Position reports to. |
| **Approximate Start Date:** Click or tap here to enter Start Date. |
| **Job Summary:** Click or tap here to enter Job Summary. |
| **List Duties of Position:** Click or tap here to enter Duties of Position.**(or attach job description or vacancy notice if available)** |
| **Qualifications Required:** Click or tap here to enter Qualifications Required.**(or attach job description or vacancy notice)** |
| **Qualifications Preferred:** Click or tap here to enter Qualifications Preferred. |
| **Essential Physical Requirements:** Click or tap here to enter Essential Physical Requirements.**(List any physical requirements necessary to perform the duties of this position)** |
| **Open Until Filled: Yes** [ ]  **No** [ ] *Faculty and some Exempt Staff will have review dates; all other staff will have a closing date determined by H.R.***Suggested Review or Closing Date:** Click or tap here to enter Suggested Review Date. |
| **Additional Comments:** Click or tap here to enter Additional Comments. |

**\*All posting information must be reviewed by the Office of Human Resources.**

**This form was completed by:** Click or tap here to enter Name.