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: ☐ an initial Job Search ☐ a reopened Job Search

The foregoing position needs to be filled because: _____

_____

Submitted by: _____ Date submitted to V.P. for: _____
Appropriate Vice President Financial Affairs (budget verification)

Note: The Posting Information form (attached) must be submitted with this Job Search Request.

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 _____
President Human Resources:

PART 4 – VACANCY IS ADVERTISED – (Human Resources proceeds to advertise.)

Date of Posting:_____

Vacancy Number:_____

Human Resources Personnel: _____

Rev: 2/10/2015