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: _____ Date submitted to V.P. for: ___ Submitted by: 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:_____ 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: \square is approved \square is denied Comments: Date this form returned to _____ Signature: _____ President Human Resources: Part 4 – VACANCY IS ADVERTISED – (Human Resources proceeds to advertise.) Date of Posting: Vacancy Number:_____ Human Resources Personnel:

Posting Information

(Submit with the Job Search Request 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 Number of Months.
Suggested Search Committee Chair: Click or tap here to enter Committee Chair.
Suggested Search Committee Members: Click or tap here to enter Committee Members.
Position reports to: Click or tap here to enter who the Position reports to.
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)
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.
Open Until Filled: Yes No Saculty and some Exempt Staff will have review dates; all other staff will have a closing date determined by H.R. Suggested Review Date: Click or tap here to enter Suggested Review Date.
Additional Comments: Click or tap here to enter Additional Comments.

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

^{*}All posting information must be reviewed by the Director of Human Resources.