



RECRUITMENT AUTHORIZATION

INSTRUCTIONS:

1. Dean/Director signs completed Recruitment Authorization.
2. Dean/Director forwards three copies to Vice President.
3. Vice President forwards to the President.
4. President forwards three copies to Office of Human Resources with approval.
5. Office of Human Resources returns one copy to Requesting Department and initiates recruitment process.

POSITION DATA

BUDGET TITLE/RANK/GRADE	LINE NO.	REQUESTED FUNDING <input type="checkbox"/> STATE FUNDS REGULAR <input type="checkbox"/> STATE FUNDS TEMPORARY SERVICE <input type="checkbox"/> INCOME FUND REIMBURSABLE <input type="checkbox"/> RESEARCH FOUNDATION <input type="checkbox"/> OTHER (Specify)
DEPARTMENT NAME	ACCT. OR GRANT NO.	
TYPE OF POSITION <input type="checkbox"/> NEW <input type="checkbox"/> REPLACEMENT	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME (Hrs.): _____	POSITION DURATION <input type="checkbox"/> NO STATED LIMIT <input type="checkbox"/> TEMPORARY UNTIL (Date): _____
DESIRED STARTING DATE	APPLICATION DEADLINE	RANGE OF PAY FROM: _____ TO: _____
PERSON APPLICATION SHOULD BE FORWARDED TO:	WHERE TO SEND APPLICATION (Building Address): _____	PHONE NUMBER: _____
NAME OF LAST PERSON IN POSITION, IF ANY		DATE PERSON IN POSITION IS LEAVING

ATTACHMENT CHECK LIST

- POSITION DESCRIPTION
- CRITERIA FOR SCREENING
- COMPOSITION OF SEARCH/SCREENING COMMITTEE
- PROPOSED AD COPY
- COREquisites & QUESTION WEIGHT (up to 10 questions for Interview Exchange)

SPECIAL NOTES:

APPROVAL

PROJECT DIRECTOR (If Research Foundation): _____	DATE: _____
DEAN/DIRECTOR: _____	DATE: _____
VICE PRESIDENT: _____	MAX AM'T
PRESIDENT: _____	DATE: _____
AVP FOR HUMAN RESOURCES: _____	DATE: _____