



Request for Job Posting

Instructions: Email this completed form to the Recruiting Partner. Submit the following documents along with this notice:

- Position Description (Staff)/Job Announcement (Faculty)
- Proposed Interview Questions for Approval (For all stages of the interview process)

Job Title/Pin #:

Hiring Manager:

Anticipated Start Date:

It is recommended to confirm available budget, PIN and account number with the Budget Office to avoid any delays in processing the request.

Proposed Salary:

Account Number(s):

Scheduled Weekly Hours:

FTE:

Annual Work Period:

Contact Person (if different than hiring manager):

Phone:

Email:

Applicant Instructions:

This section may be customized to meet specific requirements. HR will request the following items to be included with their application:

- Curriculum Vitae/Resume
- Three References
- Transcripts (If the position requires a degree)

Please list any additional documents you would like the applicants to include:

Search Committee Members:

1.	2.
3.	4.

*Required for all faculty & staff (9+) *must attend training before reviewing applicants

*Minimum of 3 individuals for level 9+