

ADVERTISING REQUISITION

I. INSTRUCTIONS: Complete this form to initiate a search to fill an authorized position, obtain the appropriate signatures, and forward to the Office of Human Resources. Once received, the HR Generalist will draft an advertisement for review by the hiring manager.			
II. POSITION INFORMATION:			
Position Title: _____		Date of Request: _____	
Individual Requesting: _____ (print or type name)		Signature _____	
Department Name: _____		Account No. _____-_____-_____-_____-_____	
Are there adequate funds in this line item to fund the position? (circle) Yes / No If transfer is required, what account will be the source of funds? _____-_____-_____-_____-_____			
TO ENSURE ADEQUACY OF FUNDS IN THE BUDGET, THE VICE PRESIDENT OF BUSINESS AND FINANCE APPROVAL IS REQUIRED BEFORE PROCEEDING.			
<i>Vice President of Business and Finance:</i> _____		<i>Date:</i> _____	
Position Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Supplemental <input type="checkbox"/> Temporary (to be employed from _____ to _____)			
Position Type: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff			
Salary Range: From: _____ To: _____			
Hours of Position: _____			
Type of Request: <input type="checkbox"/> New Position <input type="checkbox"/> Replacement Name of Replaced Employee: _____ Date of Vacancy: _____ Reason for Replacement: <input type="checkbox"/> Termination <input type="checkbox"/> LOA <input type="checkbox"/> Transfer <input type="checkbox"/> Other: _____			
Qualifications: Will be taken from position description on file in Human Resources.			
III. RECRUITMENT ACTIVITY:			
Date Position is Available: _____		Posting Date: _____ Proposed Closing Date: _____	
Projected Start Date: _____			
Posting/Advertising Requests: All positions will be advertised on the College website for a minimum of 2 weeks.			
Advertising Sources in which you would like position to be advertised:			
Publications: _____			
Websites: _____			
<i>(Advertising sources require approval from Human Resources)</i>			
IV. ADVERTISING REQUISITION APPROVAL SIGNATURES:			
_____ Dean or VP of Department		_____ Director of Human Resources	
Date		Date	
_____ Vice President		_____ President	
Date		Date (Only needed for new positions or positions over budget)	

To ensure posting/advertising, please return the completed, signed Advertising Requisition to Human Resources.