



# Recruitment Authorization Form

Human Resources

<b>Position Number:</b>		<b>Position Title:</b>	
<b>Department:</b>		<b>Supervisor:</b>	
<b>Reason For Recruitment:</b>			
<b>Vacancy, Replacement for:</b>			
<b>Termination Date:</b>			

<b>Type of Position</b>	<b>Academic Year</b> <input type="checkbox"/>	<b>Full Year</b> <input type="checkbox"/>	<input type="checkbox"/> <b>FT</b> <input type="checkbox"/> <b>PT</b>
<b>Selection Committee Chair:</b>		<b>Number of Days Open for Recruitment:</b>	
<b>Committee Members:</b>			
<b>Key Attributes:</b>			

Compensation Range:

<b>Low:</b>		<b>High:</b>	
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Sufficient Funding for salary and additional supplies (Computer, Phone, Desk, Printed Materials)?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>If No, Funding Source:</b>
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Planned Labor Distribution:

Index	Account	FTE

Has position description been approved for recruitment?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Fiscal \_\_\_\_\_ Date \_\_\_\_\_

Human Resources/EEO Officer \_\_\_\_\_ Date \_\_\_\_\_

Dean/CEO \_\_\_\_\_ Date \_\_\_\_\_