



## 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

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

### ATTACHMENT CHECK LIST

- POSITION DESCRIPTION
- CRITERIA FOR SCREENING
- COMPOSITION OF SEARCH/SCREENING COMMITTEE
- PROPOSED AD COPY

**SPECIAL NOTES:**

### APPROVAL

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