PERSONNEL REQUEST

Approved job description and hiring committee forms must be attached.

_____ ☐ Administrative ☐ Faculty

JOB TITLE

☐ Professional ☐ Classified

DEPARTMENT NAME	FUND #	ORG #	SALARY Hourly Annually
			I

Number of Months Employment: ☐ 10 (Faculty Only) ☐ 12 ☐ Other If other, specify: _____

Work Week: ☐ 37 ½ (Faculty Only) ☐ 40 ☐ Other If other, specify: _____

1. POSITION APPROVED FOR CURRENT BUDGET? ☐ Yes ☐ No
2. NEW POSITION? ☐ Yes ☐ No REPLACEMENT FOR:_____
3. PROPOSED CLOSING DATE FOR ACCEPTING APPLICATIONS_____
4. PROPOSED EMPLOYMENT DATE_____
5. THE AD IS TO BE RUN UNTIL OFFER ACCEPTED
   - ALL POSITIONS ARE POSTED ON NEO JOB BOARD, FACEBOOK, AND INDEED FOR AT LEAST THREE DAYS.
   - LEAD TIME OF FOUR (4) BUSINESS DAYS IS REQUIRED FOR PLACEMENT OF ADS IN OTHER LOCATIONS/WEBSITES. (i.e. – if an ad is to be run on Sunday, it must be received in the Human Resource Office the previous Monday)

_____ _____

Name of Paper/Website Date to Run Name of Paper/Website Date to Run

_____ _____

Name of Paper/Website Date to Run Name of Paper/Website Date to Run

Requested by_____

Date

Approved_____

Supervisor/Dept. Chair Date

Approved_____

Department Vice President Date

Approved_____

Human Resources Date

Approved_____

President Date