

Request to Fill Vacancy

Use this form for Full-time, Regular, or Ongoing Positions

Email approved Position Description to Hiring & Recruitment Specialist

POSITION TITLE: _____ **# OPENINGS:** _____
DIVISION: _____ **DEPARTMENT:** _____
HIRING MANAGER: _____ **PHONE:** _____

THIS POSITION IS: New Replacement **PREVIOUS INCUMBENT:** _____
 Letter of resignation from person being replaced received and sent to Human Resources

POSITION CLASSIFICATION: _____ **FLSA TYPE:** Exempt Non-exempt

EMPLOYMENT RELATIONSHIP: Contract At-will **WORK SCHEDULE:** Full-time Part-time

BUDGET NUMBER: _____

IS THIS POSITION GRANT FUNDED: No Yes: _____
Director of Grants Approval Date

RECRUITMENT TYPE: Internal Only External/Open Search **TENTATIVE START DATE:** _____

POSTING PERIOD: 2 weeks 3 weeks 30 days 60 days Other: _____

SCREENING COMMITTEE MEMBER NAMES (Must be a diverse representation; minimum of 2 members):

EXPLAIN WHY IT IS NECESSARY TO FILL THE POSITION IN ITS CURRENT CAPACITY:

APPROVAL SIGNATURES:

 Immediate Supervisor/Hiring Manager Date _____ Date

 Approving Supervisor/Manager Date

PRESIDENT'S CABINET: Approved Denied _____ Date
 More Information Needed President