****

***REQUEST FOR POSITION RECRUITMENT***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | | | | |  | | | | | | | |  | | | Department: | | | | | | | |
|  | | | | | | | | | | | | |  | | | | | | | | | | |
| **RECRUITMENT FOR POSITION OF:** | | | | | | | | | | | | | | |  | | | | | | | | |
| ***Please attach full description. If you do not have a full description, please contact the Office of Human Resources.*** | | | | | | | | | | | | | | | | | | | | | | | |
| Approximate Starting Date: | | | |  | | | | | | | | | | | | | | |  | | | | |
| Number of Openings | |  | | | | | | | |  | | Salary Range: | | | | | | |  | | | | |
| Regular Full Time | |  | | | | Part-Time | | | | | | | |  | | | | | Graduate Assistant | | |  |  |
| Seasonal |  | Temporary | | | | | | |  | | | | | Working Hrs: | | | | | |  | | | |
| **REASON FOR POSITION RECRUITMENT:** | | | | | | | | | | | | | | | | | | | | | | | |
| Reason for Vacancy: | | | | | | | | | | |  | | | | | | | | | | | | |
| Position is included in the current fiscal year budget? | | | | | | | | | | | ***If no, please attach a budgetary impact statement.*** | | | | | | | | | | | | |
| **POSTING / ADVERTISING:** | | | | | | | | | | | | | | | | | | | | | | | |
| Will position be posted? | | | ***If no, please attach a recruitment strategy statement.*** | | | | | | | | | | | | | | | | | | | | |
| Special Information to be included in posting: | | | | | | | | | | | | | | | | | |  | | | | | |
| 5 Day Internal Posting?  If no, please describe why: *Not applicable to faculty positions.* | | | | | | | | | | | | | | | | | | | | | | | |
| The Office of Human Resources will post to Higher Education Recruitment Consortium and (HERC) HigherEdJobs. Both include minority and diversity advertising programs.  Additional Advertising Source(s): | | | | | | | |  | | | | | | | | | | | | | | | |
| Advertising durations:   * HigherEd Jobs: 30 day posting * NCAA Market: 30 day posting * Advertiser Tribune or other Ohio newspaper: One weekend period (Fri – Sun)   If you would like to request additional time, please specify: | | | | | | | | | | | | | | | | | | | | | | | |
| Review of candidates will begin on: | | | | | | | | | | | | | | | | | | | | |  | | |
| Position should close on: | | | | | | | | | | | | | | | | | | | | |  | | |
| Search Committee Chairperson: | | | | | | | | | | | | | | | | | | | | |  | | |
| Candidate materials should be sent to: | | | | | | | | | | | | | | | | | | | | |  | | |
| List any job related test that need to be scheduled: | | | | | | | | | | | | | | | | |  | | | | | | |
| HR has reviewed:  CHRO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | |
| **APPROVAL FOR POSITION RECRUITMENT:** | | | | | | | | | | | | | | | | | | | | | | | |
| Dean (For Faculty): | | | | | | | Date: | | | | | | | | | | | | | | | | |
| Appropriate SLT Member: | | | | | | | Date: | | | | | | | | | | | | | | | | |
| VP, Administration & Business Affairs: | | | | | | | Date: | | | | | | | | | | | | | | | | |
| President: | | | | | | | Date: | | | | | | | | | | | | | | | | |

OFFICE OF HUMAN RESOURCES

Completing the Request for Position Recruitment

This Request for Position Recruitment Form is used when making a request to post and / or hire a position.

All fields on the form must be completed. If a field is not applicable, note as “N/A.”

**Date:** Date of Request

**Department:** Name & Title of the Requesting Department

**Recruitment for the Position Of:** Position title of position being recruited.

**Position Description:** Please attached a completed position description. If there is not a current description, please utilize the attached position description template.

**Approx. Starting Date:** The date anticipated appointment date.

**Number of Openings:** A numerical value of the number of individuals being recruited. Note: An approved Request for Position Recruitment is valid for six (6) months and the same pool of candidates may be utilized in the event of a subsequent vacancy of the same position within the six month time frame.

**Salary Range:** The approved salary range that a candidate may be appointed under. Any change from the approved salary range must have written confirmation from the President. This section can left blank to be completed by the appropriate Senior Leadership Team member and the Office of Human Resources.

**Employment Status:** Please note if the position is regular full-time, part-time, graduate assistant, seasonal or temporary. Additionally, note the normal working hours for the position.

**Reason for Vacancy:** Please note if this is a new position or the position is available due to a retirement / resignation. Please note the former incumbent if applicable.

**Budget:** Please note if the position is included in your current fiscal year budget. If not, please attach a budgetary impact statement.

**Posting Information:** Please complete this section with your posting instructions. Please note that if you do not choose to post your position, a recruitment strategy statement must be attached.

**Approvals:** All recruitments must have approval by the President of the University.