



NOTICE OF VACANCY

INSTRUCTIONS: This form must be completed prior to any hiring activity. A separate form is to be completed for each position that is to be filled. All completed forms should be approved by the appropriate manager then forwarded to Human Resources.

- External/Internal Posting Simultaneously (**Default Posting**)
 Internal Posting Only
 Opt-Out/No Posting: Requires HR/Executive Approval

<u>Position Type</u> <input type="checkbox"/> New <input type="checkbox"/> Replacement	<i>Position Title:</i> _____	<i>Department/Division:</i> _____
<i>Name of Incumbent:</i> _____	<i>Requesting Supervisor/Manager:</i> _____	<i>Date Position Available:</i> _____
<u>Funding</u> <input type="checkbox"/> General <input type="checkbox"/> Grant/External	<i>Budget Code:</i> _____	<i>Budget Amount:</i> _____

LENGTH OF ASSIGNMENT: Dates needed if hiring for less than 12 month position.

_____ Date _____ to _____ Date _____

					REGULARLY SCHEDULED HOURS OF WORK		
					From	To	
X	APPOINTMENT	GRADE	STEP	SALARY/RANGE	Mon	_____	_____
	Faculty				Tues	_____	_____
	Administrative				Wed	_____	_____
	Technician				Thurs	_____	_____
	Classified				Fri	_____	_____
					Sat	_____	_____
					Sun	_____	_____
					Total Hours Per Week _____		

- POSTING:**
1. The default for postings is National Searches for Faculty, Executives, and Administrative.
 2. The default for Classified/Technical is regional/local, website and email.
 3. Executive Director and HR approval required to opt out of the default and "Internal Only".

SEARCH COMMITTEE RECOMMENDATIONS:

Chair: _____ Members: _____

ADVERTISING: _____

Please give us your ideas on advertising.

ATTACH CURRENT JOB DESCRIPTION

Supervisor/Dept. Chair _____ Date _____

Executive/Dean _____ Date _____

Executive Director of Human Resources _____ Date _____

President _____ Date _____

RETURN FORM TO HUMAN RESOURCES

OFFICE USE ONLY	
<input type="checkbox"/> Position/Vacancy Filled	Date _____ Employee Name _____
<input type="checkbox"/> Position/Vacancy Cancelled	Reason _____