

# PERSONNEL REQUEST

Approved job description and hiring committee forms must be attached.

\_\_\_\_\_  
 JOB TITLE

Administrative     Faculty  
 Professional     Classified

DEPARTMENT NAME	FUND #	SALARY	
		Hourly	Annually
		I	

Number of Months Employment:    10 (Faculty Only)    12    Other   If other, specify: \_\_\_\_\_  
 Work Week:    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 AND INDEED FOR AT LEAST THREE DAYS. MARKETING WILL RUN FACEBOOK CAMPAIGNS ONCE A MONTH, MORE FREQUENTLY WHEN NEEDED.
  - 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 or Dept. Chair
Date

Approved \_\_\_\_\_  
Department Vice President
Date

Approved \_\_\_\_\_  
Human Resources
Date

Approved \_\_\_\_\_  
President
Date