



Recruitment Authorization Form

Use this form to initiate a recruitment (faculty, administrator, classified, professional).

SECTION 1 - POSITION INFORMATION (check one): New Position Replacement

Position #/Title: _____

Department: _____

Previous Employee: _____

For Classified Employees please attach current role description

Employee Class (check one):

- Administrator
- Classified
- Professional
- Faculty (please check one below)
 - Tenure Track
 - Temporary
 - Adjunct

Position Class (check one):

- MUS contract
- Letter of Appointment
- Professional Hourly
- Classified Salary
- Classified Hourly

Compensation (check one):

- Annual \$ _____
- Monthly \$ _____
- Hourly \$ _____

Contract Term:

- Fiscal Year
- Academic Year, from _____ to _____
- Other, from _____ to _____

Union: _____

FTE: _____

Terms/Special Conditions: _____

Planned Labor Distribution: (If Grant funded, MUST have appropriate signatures below.)

Index	Fund	Org	Acct	Program	Distribution %

SECTION 2 - APPLICATION PROCEDURE:

Scope of Search: Limited to University Staff Open to the Public

Instructions for applying: to apply, submit:

- Resume Cover Letter Name, address, & phone # of 3 professional references Transcripts
- Other (application materials), please specify _____

Closing Date: _____

Recommended Search Committee: _____ Phone Number _____

Chair: _____

SECTION 3 - RECRUITING/ADVERTISING:

Human Resources will automatically post the position in several places. If you would like something job/industry specific, or want to discuss what these locations are further, please see HR.

List the top 3-5 key contributions (from role description) this position makes to the College, and the top 3-5 characteristics/behaviors of a successful candidate. This will help determine aspects of the job posting and guide the search.

Key Contributions (from role description)

- 1
- 2
- 3
- 4
- 5

Key Characteristics/Behaviors

- 1
- 2
- 3
- 4
- 5

SECTION 4 - BUDGET APPROVAL/AUTHORIZATION FOR RECRUITMENT:

	Date
Supervisor:	
Department Head:	
Director of Operations:	
Exec Director Human Resources:	
Dr. Stephanie Erdmann, CEO/Dean:	