



# RECOMMENDATION FOR JOB POSTING/EMPLOYMENT

## PART I – REQUEST TO POST POSITION

DEPARTMENT: \_\_\_\_\_ POSITION TITLE: \_\_\_\_\_

CLASSIFICATION/GRADE: \_\_\_\_\_

<input type="checkbox"/> REGULAR FULL-TIME	<input type="checkbox"/> REGULAR PART-TIME
<input type="checkbox"/> TEMPORARY FULL-TIME	<input type="checkbox"/> TEMPORARY PART-TIME
<input type="checkbox"/> SUBSTITUTE	<input type="checkbox"/> CASUAL

NEW POSITION  
 START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_  
(Temporary & Grant Funded Positions Only)

REPLACEMENT  
 REPLACED EMPLOYEE: \_\_\_\_\_  
 REPLACED EMPLOYEE SALARY: \_\_\_\_\_

<input type="checkbox"/> FULL-TIME	/ANNUM
<input type="checkbox"/> PART-TIME	/HOUR OR CREDIT HOUR

COST ACCOUNT: \_\_\_\_\_ POSITION NUMBER: \_\_\_\_\_  
(Assigned By Budget Office)

1  
 DEAN/SUPERVISOR \_\_\_\_\_ (AVP Initials, if Required) \_\_\_\_\_ DATE \_\_\_\_\_

2  
 BUDGET OFFICE \_\_\_\_\_ DATE \_\_\_\_\_

3  
 DIVISION VICE PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

## PART II – EMPLOYEE RECOMMENDATION

POSTED JOB     WAIVER OF ANNOUNCEMENT

JOB NUMBER: \_\_\_\_\_ RECOMMENDED CANDIDATE: \_\_\_\_\_

CLASSIFICATION/ GRADE: \_\_\_\_\_

<input type="checkbox"/> REGULAR FULL-TIME	<input type="checkbox"/> REGULAR PART-TIME	<input type="checkbox"/> TEMPORARY FULL-TIME *
<input type="checkbox"/> TEMPORARY PART-TIME *	<input type="checkbox"/> SUBSTITUTE	<input type="checkbox"/> CASUAL *

\*These Employees will be hired at the minimum pay of the appropriate classification.

<u>SALARY/ANNUM</u>	<u>RATE/CR. HOUR</u>	<u>HOURLY RATE</u>	<u>HOURS/WEEK</u>
_____	_____	_____	_____

COST ACCOUNT: \_\_\_\_\_ POSITION NUMBER: \_\_\_\_\_  
(Assigned By Budget Office)

DATE OF EMPLOYMENT: \_\_\_\_\_ END DATE: \_\_\_\_\_  
(Temporary Positions & Waivers Only)

1  
 DEAN/SUPERVISOR (AVP Initials, if Required) \_\_\_\_\_ DATE \_\_\_\_\_

2  
 HUMAN RESOURCES DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

3  
 BUDGET OFFICE \_\_\_\_\_ DATE \_\_\_\_\_

4  
 DIVISION VICE PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

5  
 PRESIDENT (Required For Full-time And Waivers Of Announcement Only) \_\_\_\_\_ DATE \_\_\_\_\_