

HIRING REQUISITION - ADMINISTRATIVE/PROFESSIONAL

Form A

I. GENERAL INFORMATION

1. Position Title	2. Department and Division
3. Position Number	4. Account Number
5. Budgeted Salary	6. Proposed Salary
7. Position Development <input type="checkbox"/> Addition <input type="checkbox"/> Replacement	8. Proposed Starting Date
9. Schedule Number of Hours Per Week or FTE%	10. Work Schedule
11. Name of Incumbent (if applicable)	12. Salary of Incumbent (if applicable)
13. Hiring Official	14. Contact Information (telephone number & email address)

II. ADVERTISEMENT REQUEST

Does your department wish to advertise? ___ YES ___ NO (if YES, Where?)

III. COMMITTEE INFORMATION (If applicable)

Please use the following section only if the rules and procedures of the search and selection policy apply to your aforementioned vacancy. It will be necessary to list the following information for all members of your search committee, please refer to the ethnic descriptions directly below this chart.

Name of Committee Member	Position Title	Ethnic Data	Gender	Veteran Status	Disability Status

Ethnic Data: AA=African American, AI=American Indians, AS=Asian, H=Hispanic, W=White, not of Hispanic origin, O=Other

Veteran Status: Indicate yes if the individual qualifies as a veteran

Diability Status: Indicate yes if the individual may claim himself/herself as disabled

IV. AUTHORIZATION

Hiring Official

Date

EEO/AA Officer

Date

Dean (if appropriate)

Date

Vice President (if appropriate)

Date

President (required for all new positions)

Date