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

SECTION 1 - POSITION INFORMATION (check one):

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 $___________

Union: __________________
FTE: __________

Terms/Special Conditions:

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

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<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Program</th>
<th>Distribution %</th>
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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:

Chair: ___________________________________________ Phone Number ____________

______________________________________________ ______________________________________

______________________________________________ ______________________________________

______________________________________________ ______________________________________

______________________________________________ ______________________________________

______________________________________________ ______________________________________
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:

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<tr>
<td>Supervisor</td>
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<td>Department Head</td>
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<td>Director of Operations</td>
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<td>Exec Director Human Resources</td>
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<td>Dr. Stephanie Erdmann, CEO/Dean</td>
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