



RECRUITMENT REQUEST (HREO1)

(This form is required to post any position)

Forward to EO/AA

Faculty Librarian (Faculty/Librarian positions require a web posting form available on the VCAA web site.)

Forward to Human Resources:

Clerical Operations Assistant Administrative Management
 Service Professional Assistant Professional

Incomplete forms will be returned to originator.

DATE:	SCHOOL: (Where Applicable)	HR ORGANIZATIONAL UNIT NAME:	HR ORG UNIT ID#:
SUPERVISOR (OR CONTACT) NAME:		CONTACT PHONE:	
POSITION ID:	POSITION TITLE:		
POSITION INFORMATION: (An IPFW Position Description Form 10 must accompany this requisition, except faculty/librarian)			
<input type="checkbox"/> EXISTING POSITION (If existing, name of incumbent _____)			
<input type="checkbox"/> NEW POSITION			
All new positions, except faculty and librarian, require that an IPFW Position Description Form (Form 10) be completed and approved by Human Resources PRIOR to submitting this requisition.		<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	
SALARY RANGE: _____ or HOURLY RATE: _____		PROPOSED START DATE:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> FTE if Part Time _____	<input type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> 9 Month	<input type="checkbox"/> Recurring <input type="checkbox"/> Non-recurring <input type="checkbox"/> Temporary	<input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> N/A <i>Work hours, if other than Mon-Fri 8 – 5</i> _____
SEARCH AND SCREEN COMMITTEE: <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, LIST MEMBERS (and their Department)			
RECRUITMENT SOURCES:			
1. HIRING SUPERVISOR	DATE	4. AA/EEO OFFICER	DATE
2. DEPARTMENT HEAD	DATE	5. VICE CHANCELLOR	DATE
3. DEAN / DIRECTOR	DATE	6. CHANCELLOR	DATE
TO BE COMPLETED BY THE AA OFFICE: Is there an AA goal for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Female <input type="checkbox"/> Black <input type="checkbox"/> Asian/PI <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Unspecified Minority For information on underutilization, please see the current Affirmative Action Plan			
TO BE COMPLETED BY HUMAN RESOURCES:		REQUISITION or SIO#:	
HR CONSULTANT:	DATE RECEIVED:	DATE POSTED:	
NEW HIRE NAME:	YEARLY OR HOURLY RATE:	START DATE:	