



# 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/Technical                       Management/Professional  
 Service                         Administrative/Professional

*Incomplete forms will be returned to originator.*

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