

ACADEMIC RECRUITMENT FORM

SUPERVISOR INFORMATION							
Name (First Last):				Title			
RECRUITMENT INFORMATION							
Working Title:				New Position		Replacement Position	
Payroll Title:				Rank/Step:			
Will this position supervise 2+ full-time employees:				Hours/Week:			
Number of Openings				LHS Department:			
Recruitment Posting Length				Appointment Start Date:			
2 weeks (min)							
Other:							
Job Posting(list any external advertising the department would like to use)							
FUNDING INFORMATION							
	Budgeted FTE	GLBU	Fund	Org/Dept	Program	Chartfield 1	Chartfield 2
Funding for Position							
External Advertising							
SEARCH COMMITTEE (list full names)							
APPROVALS							
Attach email approval if needed in lieu of signature below							
Group Assoc. Director Name:				Signature:		Date:	
Financial Analyst Name:				Signature:		Date:	
Executive Director, Administration Group Name: Florencia Ramos				Signature:		Date:	