

AUTHORIZATION TO BEGIN RECRUITMENT

College/Division _____ Date _____

Department _____

Position Title _____

POSITION TYPE: **Administrative/Professional (A/P)** **Faculty**

Support Staff: _____ Secretarial/Clerical _____ Campus Facilities

Classification Level: (circle one) 1 2 3 4 5 6 7

Salary (\$ _____) Hourly (\$ _____/hr.) Work Hours _____ Sat./Sun.? _____

Full-time Part-time (_____%) Regular Temporary New Position? _____

Replacement of _____ Left SVSU Transferred within SVSU

ACCOUNT INFORMATION (to be completed by department)

1st Account Name _____ 1st Account # _____ (_____%)

2nd Account Name _____ 2nd Account # _____ (_____%)

ECS to forward application materials to: _____
(Search Committee Chair / Hiring Manager)

Location & Phone Number _____

ATTACH JOB DESCRIPTION OR REQUIRED QUALIFICATIONS

ADVERTISING INFORMATION

Attach a draft of the ad you wish to have placed. All websites and listserves are to be posted by the department after the ad has been approved by Employment & Compensation Services (ECS).

List below any newspapers and publications in which you request to have the ad posted.

Approved by _____
(Vice President or Executive Director of ITS) (date)

Reviewed by _____
(ECS Staff Member) (date)

RETURN FORM TO ECS, 373 WICKES HALL.

ECS Use Only: Position Control # _____