

RECRUITMENT REQUEST (HREO1)
(This form is required to post any faculty position)

Forward to OIE:			
<input type="checkbox"/> Faculty <input type="checkbox"/> Librarian		Regular Faculty Appointment Visiting Faculty Appointment	
DATE:	COLLEGE/SCHOOL:	HR ORGANIZATIONAL UNIT NAME:	HR ORG UNIT ID#:
SUPERVISOR (OR CONTACT) NAME:		CONTACT PHONE:	
POSITION ID: (to be completed by OAA)	OPEN POSITION TITLE:		
POSITION INFORMATION: <input type="checkbox"/> EXISTING POSITION (If existing, name of incumbent _____) <input type="checkbox"/> NEW POSITION <input type="checkbox"/> Exempt			
SALARY RANGE: _____		PROPOSED START DATE: <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (____% CUL)	<input type="checkbox"/> AY 9-Month <input type="checkbox"/> FY 12-Month <input type="checkbox"/> FY ____ Months	<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 <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 below including Department			
RECRUITMENT SOURCES:			
1. HIRING SUPERVISOR	DATE	4. OFFICE OF INSTITUTIONAL EQUITY	DATE
2. DEPARTMENT HEAD (if applicable)	DATE	5. VICE CHANCELLOR	DATE
3. DEAN	DATE	6. CHANCELLOR	DATE
TO BE COMPLETED BY THE OFFICE OF INSTITUTIONAL EQUITY: 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 For information on underutilization, please see the current Affirmative Action Plan			
TO BE COMPLETED BY FACULTY RECORDS:		FACULTY RECORDS:	
DATE RECEIVED: _____		RIO#: _____ DATE POSTED: _____	
<i>Incomplete forms will be returned to originator</i>			HREO1: Rev-7/2018