

RECRUITMENT AUTHORIZATION FORM
Administrative/Support Staff

OSB Division: Abbey Preparatory School **CSB**
 University Liturgical Press
 Other (_____)

The supervisor is responsible for initiating the form and completing their section, and routing the form for the appropriate signatures.

Hiring Supervisor

Department _____

Position Title _____

Appointment type: *Administrative* _____ *Support Staff* _____

FTE _____ Proposed Starting Date _____

Education Level _____ Preferred _____ Required _____

Search Committee Chair Name and Phone Number _____

Chair Advertising Sources Request: (Minority Journal/newspaper(s)/mailing lists/Web sites)

1. _____
2. _____
3. _____
4. _____

Application deadline date: _____

Note: *A job description must be attached for this position. Please note on the job description FTE of position and if it is a joint position, what is the % split. An electronic copy should also be forwarded to Human Resources.*

Institution issuing contract OSB _____ CSB _____

Replacement Yes _____ No _____ Person being replaced _____

Joint Position Yes _____ No _____ If joint, % split _____

Joint Position Department Names _____

New position funding source _____

Banner Salary account number(s) _____

Recruitment expense account number _____

Additional comments _____

Signatures

Supervisor _____ Date _____
Vice President/Provost _____ Date _____
Human Resources _____ Date _____
Controller/Budget Approval _____ Date _____
Vice President of Finance _____ Date _____
President _____ Date _____

For Human Resources Use Only

Authorized starting salary _____ **Incumbents salary** _____
Authorized by _____ **Date** _____ **Incumbents FTE** _____

Date Posted Internally (Abbey, Monastery, Distribution List) _____

External Recruitment Sources Used

(Affirmative Action) Occupational Name _____

Position Class/Code _____

Hired _____ **Start date** _____