

RECRUITING AUTHORIZATION FORM

INSTRUCTIONS: Complete this form, obtain signatures up to the responsible vice president, and send to Human Resource Services. Please attach a written job announcement reflecting qualifications, duties, and any particular characteristics of the position that should be included in the Recruiting Bulletin. For any questions or for assistance, contact Human Resource Services.

Job Title									
Program/College/De	partment								
Date position availab	le				This position	n is [] New []	Replacement.
Job Location									
Name of person being replaced (if replacement)									
Pay grade		Employment Class					Rate of pay		
FOAPAL (Fund & Org	g)				Position Number				
Position Status (check as appropriate)									
[] Full-time [] Part-time [] Regular-status [] Temporary until									
[] 12 month [] 11 month [] 10 month [] 9 month [] Other									
Comments									
Are any waivers of affirmative search requirements requested? If so, check below as appropriate									
[] Internal posting within University (applications accepted from MU employees only).									
[] Posting shorter	ed to	days. [] Recruitir				ng Bulletin only. No newspaper ad.			
Requested/Approved by (signature)									
Selecting Supervisor						Date			
Department Head						Date			
Dean/Director						Date			
Vice President						Date			
Authorized/Approved by (signature)									
Sr. VP, Finance		<u>`</u>				Date			
VP, Executive Affairs						Date			
Dir, H.R. Services						Date			
For use by Equity Programs only									
Underutilized? [] Yes [] No									
Approved by Equity Programs. Waivers requested above, if any, approved: [] Yes [] No									
Dir, Equity Programs						Date			
Search No.		Date Published							

DISTRIBUTION: Original to Human Resource Services, 207 Old Main / Copies as necessary