

MURC RECRUITING REQUEST FORM

INSTRUCTIONS: This form is to be completed only for Marshall University Research Corporation (MURC) employment vacancies that require recruiting. For appointments to any employment vacancies that do not require recruiting, complete and submit only the MURC Personnel Action Request (PAR) form. The MURC Recruiting Request Form is prepared by the MURC supervisor or Principal Investigator (PI) or his/her designee. Any positions to be assigned to colleges require the signature of the dean. See Human Resource Services Form 62, MURC Recruiting Guide, for additional information. Forward the completed form to MURC Financial Compliance who will in turn forward the form to Human Resource Services. Human Resource Services provides recruiting support to MURC.

Job Title							
Project Title							
Date Position Available		This position is	<input type="checkbox"/>	New	<input type="checkbox"/>	Replacement	<input type="checkbox"/>
Major Organization to which Assigned							
Job Physical Location							
Name of person being replaced (if replacement)							
Employment Category (check one block) (see MURC HR Policy 3, Employment Categories)							
<input type="checkbox"/>	Full-Time	<input type="checkbox"/>	Part-Time A	<input type="checkbox"/>	Part-Time B	<input type="checkbox"/>	Temporary
Banner Fund No.				Salary			
Fair Labor Standards Act (FLSA) status (check one block)				<input type="checkbox"/>	Non-Exempt	<input type="checkbox"/>	Exempt
Publish salary in recruiting bulletin?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Deadline for Applications		
Qualifications (attach additional sheet if necessary)							
Duties (attach additional sheet if necessary)							
Application Directions (What application media? Submit to whom?) (attach additional sheet if necessary)							
Signatures							
MURC Supervisor/PI						Date	
Dean (if college assigned)						Date	
MURC Financial Compliance						Date	
MURC VP						Date	
Human Resource Services						Date	
<i>HR Services use only</i>		Search No.				Date Published/Posted	

DISTRIBUTION: Original to Human Resource Services, 207 Old Main
 Copy retained by PI/Supervisor,
 Copy/Copies retained by MURC Financial Compliance and Dean as appropriate.