



## Request to Initiate a Hiring Process

*Effective March 23, 2022*

This form is to provide basic information and justification for up-line and presidential approval to initiate a job posting request resulting in a hire for full-time positions.

**Unit:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Full-time Standing** (*Tenure Track Only*)     **Full-time Fixed** (*VAP, Instructors, Staff*)

**Roster I.D./Funding Source from Budget:** \_\_\_\_\_

**Salary Budgeted Amount:** \_\_\_\_\_

**Reason for Vacancy:**  New Position     Retirement     Resignation

Other \_\_\_\_\_

**Anticipated Start Date:** \_\_\_\_\_

*Does the start date provide roster savings for accrued vacation pay to the predecessor and to purchase sick leave credit from retirement?  Yes  No*

**Justification:**

Department Chair or Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval Signatures:**

Dean/Director/AVP: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President/Highest Level Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

**The fully signed/approved document must be added to the job posting request in PeopleAdmin under Posting Documents, Request to Initiate a Hiring Process.**