

1. Position Summary

Number of Openings:

Unlimited

Position Title

Working Title - Title/Description to appear on job posting (e.g. 'Lecturer - Chemistry')

Justification

Department Name

Hiring Manager

Please enter First and Last Name

Does this position require a search committee?

Internal Notes - Please include additional details/notes to Talent Acquisition such as length of posting period, etc.

Owners

Owners (Talent Acquisition and Department Contacts) have access to the candidate pool and can edit requisitions. Owners also receive notifications when the requisition and offer are approved. Collaborators do not have access to modify the requisition, but can view the candidate pool and participate in search committees.

Department Contact:

Employment Rep:

Department Contact 2:

Employment Rep Assistant:

Collaborators - Add all employees who require access to the requisition and applicants.

2. Administration

Background Cost Center

Note: Cannot use Ledger 1 Funds

Blue Fields - Commonly completed by Initiator

Green Fields - Commonly completed by Hiring Manager/Search Committee

Position Number

Job Code

Previous Incumbent Name (optional)

College

Hiring Manager Email

Notes to Applicant - Additional information not part of the job description or qualifications visible to applicants.

3. Position Description/Qualifications

Description

Qualifications

Job Description

Qualifications_ (Must provide job-related preferred qualifications in addition to required qualifications.)

Required Attachments by Candidate (select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Resume | <input type="checkbox"/> Writing Samples |
| <input type="checkbox"/> Curriculum Vitae | <input type="checkbox"/> Teaching Philosophy or Statement |
| <input type="checkbox"/> Cover Letter/Letter of Application | <input type="checkbox"/> Research Statement |
| <input type="checkbox"/> Letters of Recommendation | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Unofficial Transcripts | <input type="checkbox"/> Evidence of Effective Teaching |
| <input type="checkbox"/> DD 214 | <input type="checkbox"/> Portfolio |

4. Job Information

Profile

Employee Status

Schedule (Full/Part Time)

Tenure Classification

5. Questionnaire

Additional Questions (Please enter any additional questions to be answered by the applicant.)

Signatures

Committee Chair Signature

Date

Department Chair Signature

Date

Dean Signature

Date