

# **REQUEST TO ADVERTISE/RECRUITMENT PLAN**

**(Print on goldenrod/yellow paper)**

**Appendix E  
To  
Personnel Policies and Procedures 34  
Guidelines  
For Filling Clerical/Support Staff Vacancies  
including  
Guidelines For Hiring Temporaries**

# Request To Advertise

(SAMPLE)

Primary Department Family Medicine Position 220891 Pay Base Code F

Account # 4 - 36501

Type of Position:  Replacement of established position  New position

Administrative (011)  College of Medicine Only:  Full-time  
 Faculty (012)  Flexible Track  Part-time (hours per week) \_\_\_\_\_ %  
 Support Staff (013)  Temporary (Dates) \_\_\_\_\_

Job Title: Secretary 2, Level 4 Annualized beginning salary: \$13,440

Preferred Date of Employment: \_\_\_\_\_ Deferred Date of Employment: \_\_\_\_\_

**Funding:**

|                        | Salary<br>Proposed this<br>Position | Current Salary<br>Budgeted<br>Amount |            |           |
|------------------------|-------------------------------------|--------------------------------------|------------|-----------|
| Unrestricted account # | <u>\$13,440</u>                     | <u>\$14,580</u>                      | <u>100</u> | % of time |
| Restricted account #   | _____                               | _____                                | _____      | % of time |
| <b>Total</b>           | _____                               | _____                                | _____      |           |

(If restricted funding, are there funds budgeted for benefits for person(s) to be hired?  Yes  No)

**Justification:**

(Please be specific)

Replacement for retiring employee.

Position formerly occupied by: John Martin

Requested by (1)\* Date \_\_\_\_\_  
Assistant Dean.....Recommend Approval \_\_\_\_\_ Date \_\_\_\_\_  
Associate Dean.....Recommend Approval \_\_\_\_\_ Date \_\_\_\_\_  
Dean/Director .....Recommend Approval (2) Date \_\_\_\_\_  
Vice President .....Recommend Approval (3) Date \_\_\_\_\_  
Affirmative Action Officer .....Recommend Approval (4) Date \_\_\_\_\_  
Human Resources .....Approval (5) Date \_\_\_\_\_

# Recruitment Plan

1. Attach copy of proposed advertisement and the departmental requisition, if required.

2. Method of directing the hire:

Individual supervisor (name) Joe Johnson; or  
 Search Committee

3a. List of Search Committee members (Include name, race, sex, and chair [add another page if necessary]).

| Name | Race | Sex | Chair |
|------|------|-----|-------|
|      |      |     |       |
|      |      |     |       |
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|      |      |     |       |
|      |      |     |       |

3b. Describe how you will achieve minority participation on your committee.

3c. Responsibilities of the Search Committee Members:

4. List places to be advertised:

(1) Employment Opportunities

5. Describe how you will seek requests for nominations and make direct contacts to ensure minority participation in applicant pool.

# Request To Advertise

Primary Department \_\_\_\_\_ Position \_\_\_\_\_ Pay Base Code \_\_\_\_\_

Account # \_\_\_\_\_ - \_\_\_\_\_

Type of Position: \_\_\_\_\_ Replacement of established position \_\_\_\_\_ New position

\_\_\_\_\_ Administrative (011)      College of Medicine Only:      \_\_\_\_\_ Full-time  
 \_\_\_\_\_ Faculty (012)      \_\_\_\_\_ Flexible Track      \_\_\_\_\_ Part-time (hours per week) \_\_\_\_\_ % \_\_\_\_\_  
 \_\_\_\_\_ Support Staff (013)      \_\_\_\_\_ Temporary (Dates) \_\_\_\_\_

Job Title: \_\_\_\_\_ Annualized beginning salary: \_\_\_\_\_

Preferred Date of Employment: \_\_\_\_\_ Deferred Date of Employment: \_\_\_\_\_

| Funding:               | Salary<br>Proposed this<br>Position | Current Salary<br>Budgeted<br>Amount |       |           |
|------------------------|-------------------------------------|--------------------------------------|-------|-----------|
| Unrestricted account # | _____                               | _____                                | _____ | % of time |
|                        | _____                               | _____                                | _____ |           |
| Restricted account #   | _____                               | _____                                | _____ | % of time |
|                        | _____                               | _____                                | _____ |           |
| <b>Total</b>           | _____                               | _____                                | _____ |           |

(If restricted funding, are there funds budgeted for benefits for person(s) to be hired? \_\_\_\_\_ Yes \_\_\_\_\_ No)

**Justification:** \_\_\_\_\_ (Please be specific)

Position formerly occupied by: \_\_\_\_\_

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Assistant Dean.....Recommend Approval \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean.....Recommend Approval \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director .....Recommend Approval \_\_\_\_\_ Date \_\_\_\_\_

Vice President .....Recommend Approval \_\_\_\_\_ Date \_\_\_\_\_

Affirmative Action Officer .....Recommend Approval \_\_\_\_\_ Date \_\_\_\_\_

Human Resources .....Approval \_\_\_\_\_ Date \_\_\_\_\_

# Recruitment Plan

1. Attach copy of proposed advertisement and the departmental requisition, if required.

2. Method of directing the hire:

\_\_\_\_\_ Individual supervisor (name) \_\_\_\_\_; or

\_\_\_\_\_ Search Committee

3a. List of Search Committee members (Include name, race, sex, and chair [add another page if necessary]).

| Name | Race | Sex | Chair |
|------|------|-----|-------|
|      |      |     |       |
|      |      |     |       |
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|      |      |     |       |
|      |      |     |       |

3b. Describe how you will achieve minority participation on your committee.

3c. Responsibilities of the Search Committee Members:

4. List places to be advertised:

5. Describe how you will seek requests for nominations and make direct contacts to ensure minority participation in applicant pool.