



RECRUITMENT REQUEST

Grant/Project Title _____

Project _____ Award _____ Task _____

Position: Local Title _____

Research Foundation Title (if different) _____ Grade _____

Proposed Appointment Date _____ Proposed Salary _____

Appointment Type (check appropriate item):

_____ Full-Time _____ Part-Time _____ Temporary If Part-Time, what percent _____

Responsibilities of Position:

Qualifications (be as specific as possible):

Minimum Qualifications: _____

Additional Desirable Qualifications: _____

Comments: _____

(SEE REVERSE)

PLEASE ATTACH A HARD COPY OF THE AD AND SEND A COPY OF THE AD VIA E-MAIL TO: PIERCEKM@POTSDAM.EDU

Recruitment Sources

A. Proposed Placement of Advertising

_____ 1) Internal: This includes the HR web page, the HR employment book, Associated Colleges web site, and the Reporter.

_____ 2) External: ****All ads are automatically placed with the Dept. of Labor. Please specify whether the ad is to be advertised on-line (web), in print form, or both.**

_____ a. Chronicle of Higher Education - ___on-line/web ___ print ___ both

_____ b. Professional journals [specify names(s), addresses (es)] -

_____ c. Local area newspapers (list, references) _____

_____ d. Vacancy notice to U.S. colleges/universities academic departments

_____ e. Committees/associations to attract diverse candidates (please list)

_____ 3) Contacts: Personal contacts/conference notices to be made to attract diverse candidates to position. Who will make contacts?

B. Search Committee	Name	Department	Race	Gender
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Chair _____

Members _____

Authorization (sign and date as appropriate):

Project Director _____ Date _____

Fiscal Designee _____ Date _____

Human Resources _____ Date _____