



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: _____

PLEASE ATTACH A HARD COPY OF THE AD AND SEND A COPY OF THE AD VIA E-MAIL TO: OHARAHA@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	_____	_____	_____	_____
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Members	_____	_____	_____	_____
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Authorization (sign and date as appropriate):

Project Director _____	Date _____
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Fiscal Designee _____	Date _____
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Vice President _____	Date _____
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Human Resources _____	Date _____
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