

PERSONNEL RECRUITMENT REQUEST

Date _____

Department _____

Position _____

Type of Appointment: Permanent _____ Temporary-from _____ to _____

Full-time _____ Part-time _____ (# of hours per week _____)

Anticipated Starting Date _____

Anticipated Salary or Hourly Rate _____

Cost Center No. _____ Spending Plan Line Item _____ No. _____

Funding Source: State 01 _____ Non-State Funding 03 _____

Other (*describe*) _____

Type of Search Request: Open _____ In-House _____

(*please provide reason for in-house search*)

RECRUITMENT ACTION

_____ Position description attached (*professional & faculty positions*)

_____ Form 30 attached (*classified positions*)

_____ Suggested advertisement or essential items to be stressed (*attached*)

ADVERTISING

It is requested that advertising be placed in the newspapers and publications listed below:

_____ Bay State Banner (*minority paper*)

_____ Black Issues in Higher Education (*minority publication*)

_____ Boston Globe (*Sunday edition/Education Employment Section*)

_____ Chronicle of Higher Education

_____ Fall River Herald (*Sunday edition*)

_____ New Bedford Standard Times (*Sunday edition*)

_____ Providence Journal (*Sunday edition*)

_____ Taunton Gazette (*Sunday edition*)

_____ Other newspapers, publications, or journals (*Name & Address*) _____

_____ Special committees, associations, etc., to attract minority groups or women
(name & address) _____

Indicate special efforts to be made by the Division or Department to attract minority candidates

SEARCH COMMITTEE

Chairperson _____

Members _____

SCREENING PROCEDURES

Please indicate any special or unusual procedures which will be used to screen candidates for this position _____

If this position is funded from a grant or other non-state funding source, please indicate the following information:

Amount of dollars allocated to advertise _____
Account to be charged _____

Remarks _____

Requested by _____
Supervisor _____
Dean _____
Vice President of Human Resources/Affirmative Action _____
President _____

ADVERTISING COPY
Human Resources

The following information should be included in the position advertisement as indicated below.

1. Position Title _____

2. Work Location _____

3. Brief description of the Position _____

4. Qualifications – List the most important

- a.
- b.
- c.

5. Shift or Work Schedule _____

Preparer's Signature _____