



**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: [BACONWNS@POTSDAM.EDU](mailto:BACONWNS@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
Chair	_____			
Members	_____			
	_____			
	_____			

Authorization (sign and date as appropriate):

Project Director \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Designee \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

RSPO Use Only:

\_\_\_ Budget Reviewed