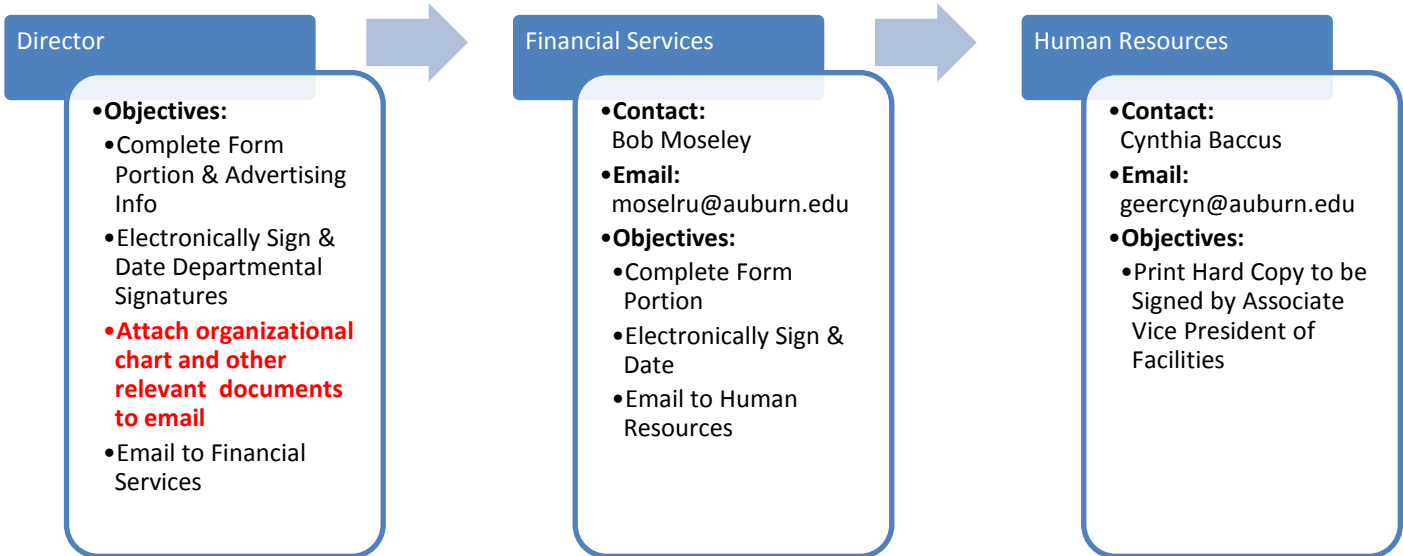


Request to Post Job Vacancy Form Instructions



REQUEST TO POST JOB VACANCY

Department: _____ Supervisor: _____	
Job Title: _____ Position # _____ FOAP: _____	
Approved Staffing Level for Position _____ How Many of These Positions Are Filled? _____	
Type of Appointment:	Full-time Continuing
	Limited Term
Type of Position:	New Position
	Backfill Vacancy
If Limited Term, What is the Length of the Term? _____	
Funding Source: Position # _____ Dollar Amount _____	Financial Services
Additional Funding Source: Position # _____ Dollar Amount _____	
Additional Funding Source: Position # _____ Dollar Amount _____	
Position Fully Funded in the Current FY Budget? _____ Budgeted Next Fiscal Year? _____	
Budgeted Salary: _____	Projected Salary: _____
Previous Incumbent: _____ Date Vacated: _____	
Attachments:	Search Committee
Organizational Chart	Chair: _____
Justification for Filling Vacant Position	_____
If New, Why is this Position Required?	_____
Other	_____

Departmental Signatures:

Manager/Superintendent

Date

Director

Date

Approval Signatures:

Financial Services Director

Date

Associate Vice President, Facilities

Date

Human Resources Manager

Date

Recruitment/Advertising Currently Required for Job Postings		
Local	Regional	National
O-A News	O-A News	O-A News
Tuskegee News & Web	Tuskegee News & Web	Tuskegee News & Web
Indeed.com (AL JobLink)	Indeed.com (AL JobLink)	Indeed.com (AL JobLink)
Recruit Disability	Recruit Disability	Recruit Disability
Recruit Military	Recruit Military	Recruit Military
	AL.com	AL.com
	CareerBuilder.com	CareerBuilder.com
	DiverseJobs.net	DiverseJobs.net
		Monster.com
		HigherEdJobs.com
		Chronicle of Higher Education Print Ads (Includes Web)

Advertising Requested for Position:

Local

Regional

National

Please List Additional Advertisements Desired by Department:

Director's Initials