



Request for Approval to Post a Position Part-Time Hourly or Adjunct

Not Required for College Federal Work Study Student Positions

To be completed to initiate a part-time job posting. Route for job posting approval signatures. Once approval to post is received from the President, HR will post the position.

Position Title			
Posting Deadline			
Position Type	<input type="checkbox"/> Hourly	<input type="checkbox"/> Adjunct	
Replacement:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, replacing (name):	

Budget Information:

Org/Dept Number	
Project Number	

Comments:

Job Posting Approval Signatures:

Hiring Official	X	Date:
Vice President	X	Date:
President	X	Date:

Interview

<input type="checkbox"/> President Delegated Leader of Committee:	
<input type="checkbox"/> Dr. Daniel plans to possibly interview	

To be completed by HR

Date Posted		Requisition #	
Posted By		Date:	