

## THE CITADEL RECRUITMENT REQUEST

### I. REQUESTING DEPARTMENT

(The requesting department must attach an updated/ approved position description form)

\_\_\_\_\_ Department      \_\_\_\_\_ Position Number      \_\_\_\_\_ Position Title      \_\_\_\_\_ Work Hours

\_\_\_\_\_ Last Incumbent      \_\_\_\_\_ Date Vacated

Recruitment Period:			
1 Week	2 Weeks	3 Weeks	4 Weeks
Other: (Specify) _____			

Method of Advertising:      On Campus Only (No Charge)      Regular Distribution (No Charge)

Select Publications:      Acct. # to be Charged: \_\_\_\_\_      Dates of Publication: \_\_\_\_\_

Post & Courier      Chronicle of Higher Education      NCAA News  
 The State Newspaper      Black Issues in Higher Education      The Chronicle (SC African American Newspaper)  
 TROA      Women in Higher Education      Army/ Navy/ Air Force Times  
 Other: (Specify) \_\_\_\_\_

Agree with hiring delay      Request waiver of hiring delay

Justification: \_\_\_\_\_

\_\_\_\_\_ Supervisor      \_\_\_\_\_ Date      \_\_\_\_\_ Department Head      \_\_\_\_\_ Date

\_\_\_\_\_ Vice President      \_\_\_\_\_ Date      \_\_\_\_\_ Provost and Dean of College      \_\_\_\_\_ Date

### II. VICE PRESIDENT FOR FINANCE AND BUSINESS AFFAIRS

Comments: \_\_\_\_\_

\_\_\_\_\_ Approve Waiver      \_\_\_\_\_ Disapprove Waiver      \_\_\_\_\_ Vice President for Finance      \_\_\_\_\_ Date

### III. HUMAN RESOURCES

FTE:	Verified Classification:	Job Announcement #:	Recruitment Period:
Pay Band:	Funding Amount Available:	<u>Publication/ Date/ Cost:</u>	
Comments: _____ _____ _____		_____ _____ _____	
		Total Cost for Advertising: _____	
		_____ HR Manager      _____ Date	_____ Employment Manager      _____ Date