



# THE CITADEL STUDENT RECRUITMENT REQUEST

Use this form to advertise for Work Study (WS) and Cadet Student (CS) positions.

## 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	Other: (Specify) : _____

## II. METHOD OF ADVERTISING

Department/Academic Area Only     
  Interdepartmental (Depts. within VP Reporting Area)     
  Regular Distribution

## III. HIRING DELAY WAIVER

Agree with hiring delay     
  Request waiver of hiring delay

Justification:

Supervisor	Date	Department Head	Date
HR Director	Date		

## IV. HUMAN RESOURCES

Verified PO#	Verified Classification	JVN:	Recruitment Period:
Pay Band:	Funding Amount Available:	Department Areas Advertised:	
Comments:			
HR Manager	Date	HR Specialist	Date

HR-104

**SUBMIT COMPLETED FORM WITH  
POSITION DESCRIPTION TO HUMAN RESOURCES**

# STUDENT INTERVIEWING FORM

Interviewing and Hiring Procedure:

- 1) Applicants interviewed must meet the minimum stated qualifications.
- 2) A minimum of three (3) candidates should be interviewed. However, if there is < 3 qualified candidates, interview only the available qualified applicant pool.
- 3) After completion of interviews, the *Interviewing Form*, all applications, and any interview notes must be forwarded to Human Resources to approve selection and to ensure compliance with state guidelines and EEO/AA goals.
- 4) Submit the Request to Fill Position Form (RTF) via One-Stop. The RTF will be reviewed by the Classification/Compensation Manager for salary approval. The Temporary Employment HR Specialist will make all job offers. You will be notified once the hiring action is complete.

Job Vacancy Number:	Department Name:	Today's Date:
---------------------	------------------	---------------

Position Title:	Band:
-----------------	-------

Salary Range:	Minimum	Midpoint	Maximum	Interviewer's Name(s):
---------------	---------	----------	---------	------------------------

Applicant's Name	Date/Time of Interview	Comments by Interviewer(s)

Applicant selected for this position:

Justification for selecting this individual:

Second Choice Selection:	Third Choice Selection:
--------------------------	-------------------------

_____ Interviewer's Signature	_____ Dept. Head or Director's Signature	_____ HR Specialist's Signature
----------------------------------	---	------------------------------------