



## PERSONNEL RECRUITMENT REQUEST

Date:

Requesting Department:

Department Representative:

Requested Position Title:

Type of Employment:  Full Time  Part Time  Temporary  Internship  
(Select One)

Type of Vacancy:  New Position  Anticipated Vacancy  Current Vacancy  
(Select One)

**All jobs will be posted for a minimum of 14-days unless otherwise requested.**

Desired Open Date:

Desired Close Date:

Interview Scheduling will be done by:  Department  HR Department  
(Select One)

Please provide **mandatory qualifications and requirements** for this position. Ensure you include all education, certification and licensure requirements. Please be detailed as possible as this information will be utilized for application and resume screening.


Please provide a summarized job description; this information will be utilized to attract potential employees. Include essential functions for this position to include any information that may help attract job seekers.


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Representative Name

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Representative Signature