


REQUEST TO ADVERTISE FOR PERSONNEL

 Southern <i>College</i>	This form is to be completed and approved for each vacancy <u>BEFORE</u> a job can be posted or released to the public. <u>Complete entire form, obtain ALL required signatures before sending to the Human Resources Dept.</u>	
CLASSIFIED STAFF	FACULTY	NON-CLASSIFIED
Title: <input style="width: 100%;" type="text"/>	Rank: <input style="width: 100%;" type="text"/>	Title: <input style="width: 100%;" type="text"/>
Pay Grade: <input style="width: 20%;" type="text"/> Min. Salary:\$ <input style="width: 20%;" type="text"/>		
Min. Monthly:\$ <input style="width: 20%;" type="text"/> Min. Hourly:\$ <input style="width: 20%;" type="text"/>	Discipline: <input style="width: 100%;" type="text"/>	
Campus: <input style="width: 100%;" type="text"/>	Campus: <input style="width: 100%;" type="text"/>	Campus: <input style="width: 100%;" type="text"/>
EMPLOYMENT STATUS AND TYPE OF APPOINTMENT:		
<input type="checkbox"/> Regular Full Time <input type="checkbox"/> Regular Appointment, Usual inclusive dates of appointment: <input style="width: 50px;" type="text"/> to <input style="width: 50px;" type="text"/>		
<input type="checkbox"/> Full Time (Less than 12 months) # Months: <input style="width: 50px;" type="text"/> <input type="checkbox"/> Grant Funded Position		
<input type="checkbox"/> Part Time (<input style="width: 50px;" type="text"/> # hours per week) <input type="checkbox"/> Temporary Appointment Requested Beginning and ending dates: <input style="width: 50px;" type="text"/> to <input style="width: 50px;" type="text"/>		
Annual Budgeted FTE: <input style="width: 50px;" type="text"/>	Targeted date position is to be filled: <input style="width: 150px;" type="text"/>	
<input type="checkbox"/> In house posting only <input type="checkbox"/> In house posting and external publications simultaneously		
<input type="checkbox"/> Special journals or publications (Please attach a list of the publication names, addresses, and phone numbers). NOTE: Please note that many trade journals/magazines require up to two months prior to issue date notice for submission of advertising material.)		
NOTE: Testing required for all clerical/secretarial positions.		
Degree:	<input style="width: 100%;" type="text"/>	
Major:	<input style="width: 100%;" type="text"/>	
Experience:	<input style="width: 100%;" type="text"/>	
Skills/abilities:	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Check here if equivalencies desired.		
REQUIRED SIGNATURES:		
Immediate Supervisor:	Date: <input style="width: 100%;" type="text"/>	
Next Line Supervisor:	Date: <input style="width: 100%;" type="text"/>	
Vice President of Unit:	Date: <input style="width: 100%;" type="text"/>	
HUMAN RESOURCES/AFFIRMATIVE ACTION APPROVAL:		
Director of Human Resources:	Date: <input style="width: 100%;" type="text"/>	
BUDGET APPROVAL:		
VP Finance:	<input style="width: 100%;" type="text"/>	
Account Number:	Position Number:	FTE: <input style="width: 100%;" type="text"/>
PRESIDENT OR DESIGNEE:		
President or Designee	Date: <input style="width: 100%;" type="text"/>	