



Use this form when seeking budget approval for a position. Submit this form with updated job description in Word format to initiate the process of filling positions. Completion of ALL fields is requested.

Department: _____ Division _____ Date of request: _____

Job Title: _____ Account Number: _____ Salary: _____

Position reports to: _____ Title _____

New Position: Yes No Target Start Date: _____

-OR- Replacement for: _____ Target Start Date: _____

____ promoted (to _____) ____ transferred (to _____)
 ____ change in FTE (from _____ to _____) ____ separated from college employment

Appointment Terms: 12 Month 10 Month Other

Appointment Type: Full Time Part Time (hrs per week) _____ Student/Temp

Recruitment: Search Committee Required Yes No
 Search Committee Members _____

Advertising:

Positions are posted on the *Jobs at Hood* website for internal and external candidates to find (N/A for student/temp positions). Additionally, positions are posted to the following external sites. **Note:** The department is responsible for funding and posting on discipline-specific external sites.

Faculty and Staff Positions (Grades 5 and above)	Staff Positions (Grades 2, 3 and 4)
<ul style="list-style-type: none"> Chronicle.com HigherEdJobs.com Diversity Resources via HigherEdJobs.com LinkedIn.com Indeed.com 	<ul style="list-style-type: none"> Indeed.com LinkedIn.com Mid-Atlantic HERC.com (a Higher Ed DEI-focused site) Glassdoor.com MWEJobs.com

Department Head _____ Date _____

Approvals:

Division VP/Provost _____ Date _____

President/Senior Team _____ Date _____

FOR HR USE ONLY:

Staff Salary Grade: _____ Job Code: _____ CUPA: _____

Job Requisition #: _____