HOOD COLLEGE JOB REQUISITION   #_____

Submit for approval to initiate the process of filling positions

Department: _____ Date of request: _____

Job Code: _____   CUPA:_____   Position title: _____

Grade: _____   Salary:_____   Account number: _____-_____-_____-1

Position reports to: _____, title_____

New Position: _____ effective date _____

Replacement for: _____ effective date _____

_____promoted (to _____) _____transferred (to_____)
_____change in FTE (from_____to_____) _____ separated from college employment

Job description:
(Please attach description)   _____exists,   _____ no revisions needed ____revisions attached
_____new position

Appointment terms:
_____regular ____temporary _____ interim _____ stipend
_____12 month _____10 month _____ # of weeks
_____full time _____standard work week (M-F, 37.5 hours or 40.0 hours) _____rotating shifts
_____part-time _____ hrs per wk $_____ hourly rate _____salaried **(FTE:_____)**

_____FTE Job Sharing:
___ % Primary job holder _____
___ % Secondary job holder _____

Recruitment: Search Committee Required: __ yes __ no

Recommended Search Committee Members: _____

_____

all positions are posted internally, for external posting select preferences below
___ HigherEdJobs.com   ___ The Chronicle   ___ The Mid-Atlantic HERC
___ CareerBuilder.com   ___ Washington Post   ___ Baltimore Sun
___ Frederick News Post ___ Inside Higher Education ___ other:_____
___ *Discipline-specific print ad/website:* _____

Reviews and approvals:

Department Head:_____, date_____

Division VP/Provost:_____, date_____

President:_____, date_____

VP for Finance:_____, date_____

Senior Staff: _____approved ____denied

Signature _____, date_____

Director of Budget and Treasury Services:_____, date_____

budgeted $_____ variance $_____ other sources_____

Executive Director of Human Resources:_____, date_____