



Human Resource Services
 Marshall University
 207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755
 Phone 304.696.6455, FAX 304.696.6844, E-mail recruiting@marshall.edu

RECRUITING AUTHORIZATION FORM

INSTRUCTIONS: Complete this form, obtain signatures up to the responsible vice president, and send to Human Resource Services. Please attach a written job announcement reflecting qualifications, duties, and any particular characteristics of the position that should be included in the Recruiting Bulletin. For any questions or for assistance, contact Human Resource Services.

Job Title			
Program/College/Department			
Date position available			This position is [] New [] Replacement.
Job Location			
Name of person being replaced (if replacement)			
Pay grade		Employment Class	
			Rate of pay
FOAPAL (Fund & Org)			Position Number
Position Status (check as appropriate)			
[] Full-time [] Part-time [] Regular-status [] Temporary until _____			
[] 12 month [] 11 month [] 10 month [] 9 month [] Other _____			
Comments			
Are any waivers of affirmative search requirements requested? If so, check below as appropriate			
[] Internal posting within University (applications accepted from MU employees only).			
[] Posting shortened to _____ days.		[] Recruiting Bulletin only. No newspaper ad.	
Requested/Approved by (signature)			
Selecting Supervisor		Date	
Department Head		Date	
Dean/Director		Date	
Vice President		Date	
Authorized/Approved by (signature)			
Sr. VP, Finance		Date	
VP, Executive Affairs		Date	
Dir, H.R. Services		Date	
For use by Equity Programs only			
Underutilized? [] Yes [] No			
Approved by Equity Programs. Waivers requested above, if any, approved: [] Yes [] No			
Dir, Equity Programs		Date	
Search No.		Date Published	

DISTRIBUTION: Original to Human Resource Services, 207 Old Main / Copies as necessary