

## RECRUITMENT REQUEST AND RECRUITMENT PLAN

Employing Dept: \_\_\_\_\_

Approved Title: \_\_\_\_\_

**Categories:**

Administrative/ Professional	Clerical/ Technical	Security	Service/ Maintenance	Faculty
<input type="checkbox"/> F/T REG	<input type="checkbox"/> F/T REG	<input type="checkbox"/> F/T REG	<input type="checkbox"/> F/T REG	<input type="checkbox"/> F/T
<input type="checkbox"/> P/T REG	<input type="checkbox"/> P/T REG	<input type="checkbox"/> P/T REG	<input type="checkbox"/> P/T REG	<input type="checkbox"/> P/T

Hrs. per week \_\_\_\_\_ Schedule \_\_\_\_\_ Are Weekends Required? \_\_\_\_\_

Is this position subject to overtime? \_\_\_\_\_ If this position is temporary, indicate duration: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ Budget Account # \_\_\_\_\_

New Position

Replacement: Position Last Occupied By \_\_\_\_\_

	Last Name	First Name	MI
Termination Date _____	Date Removed From Payroll _____		

**NON-FACULTY: attach the HR approved position description**

**FACULTY: attach the appropriate position description with minimum and preferred qualifications**

Obtain **all** applicable approvals in this section before submitting this form to Human Resources.

Chairperson/Department Head's Approval:	Date:
Dean's/Comptroller's Approval:	Date:
Provost/VP's/President's Approval:	Date:
Budget Director's Approval:	Date:

Laws prohibit discrimination based on age, citizenship status, color, handicap, marital or parental status, national origin, race, religion, sex, sexual orientation or disabilities. Appointments are contingent upon background verification and proof of eligibility to work in the US. All offers and letters of appointment for non-faculty employees require the approval of the Director of Human Resources. All offers and letters of appointment for deans, chairpersons and full-time faculty must be reviewed, approved, and signed by the Provost.

Anticipated Recruitment Activities:

The above recruitment activities are approved:

Director of Human Resources

Date

*(Please note: If this search will be conducted by a committee (2 or more people), the director of human resources must meet with the entire committee prior to a review of the resumes.)*

**Pratt Institute is an Equal Employment Opportunity Employer.**

Routing: Green - human resources  
White - budget