

Request to Fill
Classified Service Position

Title: _____

Department: _____ Account #: _____

Position Status – check all that apply:

Full-time _____ Permanent _____ 10-Month* _____
Part-time (%) _____ Temporary _____ 12-Month _____

*If 10-month position is requested, provide time period, e.g., September-June.

Reason position is vacant _____

Reason position needs to be filled _____

Department Head/Chair/Date

Finance Office/Date

Dean/Date

Vice President/Date

President/Date

To be completed by the Office of Human Resources

Date request received _____

Eligible list: Requested _____ Received _____

Canvass letters sent _____ In-house posting _____

Interviews scheduled _____

Appointment _____

Start Date _____ Line # _____ Search No _____