

# Southwestern University

## Request to Fill a Position

Please complete all sections and forward to your department head for signature.

Today's Date: \_\_\_\_\_

### Section A: Action Type:

**Fill Currently Budgeted Position:** Faculty/Staff

Department: \_\_\_\_\_

Current Position Title: \_\_\_\_\_

Departing Employee: \_\_\_\_\_

Employee to be Promoted/Transferred: \_\_\_\_\_

**Fill New Position:** (attach job description) Faculty / Staff

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Actual start date will be contingent upon the completion of a Background Check.

### Section C: Comments:

### Section D: Recruiting/Advertising Options:

All faculty and staff job announcements are automatically placed on the SU Human Resources website at [www.southwestern.edu/hr](http://www.southwestern.edu/hr) and posted on Indeed. Hiring managers may post to their own professional association's free on-line list-serves and other job sites not listed below after ad has been finalized and approved by Human Resources.

LinkedIn

Higher Ed Recruit Consortium (HERC)

HireEdJobs

Chronicles of Education (Faculty Only)

Special Advertising Instructions: \_\_\_\_\_

### Section E: Administrative Approvals:

Account Manager / Department Head / Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Vice President of Division \_\_\_\_\_ Date \_\_\_\_\_

Associate Vice President for Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Financial Planning/Analysis Manager \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Finance and Administration \_\_\_\_\_ Date \_\_\_\_\_

### For Human Resources and Budget Officer Use Only:

Salary Acct Number: \_\_\_\_\_

Position Number: \_\_\_\_\_

Minimum Mid-Point Maximum

Pay Range: \_\_\_\_\_

Advertised Salary: \_\_\_\_\_

ATS Link: \_\_\_\_\_

Job Number: \_\_\_\_\_

Candidate Selected: \_\_\_\_\_

Hired at Annual / Hourly amount: \$ \_\_\_\_\_

Hired Date: \_\_\_\_\_