

PERSONNEL REQUISITION FORM

TO: Dr. Mike Dreith, President

FROM:

RE: Approval of Staff Vacancy or New Position Advertising

DATE:

I am requesting to fill the position of _____ in my department, and I would like to advertise the availability of this position in the news media. I would like the starting date for this position to be _____. Other information to be included in the advertisement is reflected on the attached Advertisement for Vacancy form.

Division Chair or Dean or Director Signature

TO: Equal Opportunity Employment Officer

FROM: Dr. Mike Dreith, President _____ (initials)

DATE:

I am approving the above personnel request. Please complete the procedures for advertising and posting this job opening to the media sources and locations requested on the attached Advertisement for Vacancy form.