JOB SEARCH REQUEST FOR ATHENS STATE UNIVERSITY

PART 1 - REQUEST (The Appropriate Vice President completes Part 1 and forwards the form to the Vice President of Financial Affairs.)

It is requested that a job search be conducted to solicit applications for the following position of employment:

☐ Existing position: _____

☐ Proposed new position: _____

This Search is: __ an initial Job Search __ a reopened Job Search

The foregoing position needs to be filled because: _____
_____

Submitted by: _____ Date submitted to V.P. of: _____
Appropriate Vice President Financial Affairs (budget verification)

Note: A Vacancy Notice must be attached to this Job Search Request Form.

PART 2 – BUDGET VERIFICATION (THE V.P. OF FINANCIAL AFFAIRS COMPLETES PART 2, THEN FORWARDS THE FORM TO THE PRESIDENT.)

Comments: _____

Verified in Budget: _____ Date this form submitted to President: _____
V.P. of Fin. Affairs

PART 3 - APPROVAL (The President completes this Part 3, then returns the form to the Appropriate Vice President)

The above request: ☐ is approved ☐ is denied

Comments: _____

Signature: _____ Date this form returned to _____
President Appropriate Vice President:

PART 4 – SUBMIT TO ADVERTISE – (The Appropriate V.P. completes Part 4, then submits the form to the Office of Human Resources to proceed to advertise.)

- ❑ The Vacancy Notice that is referenced in Part 1 is still attached and should be advertised with no changes.
- ❑ The Vacancy Notice that is referenced in Part 1 is still attached and should be advertised with the noted changes. (Any major changes made to the Vacancy Notice must be initialed by the President.)

Appropriate V.P. _____ Date submitted to the _____
Office of Human Resources

PART 5 – Vacancy advertised_____ Vacancy Number _____
Human Resource Spec.