

RECRUITMENT FORM

To conduct a search for classified staff and appointed personnel positions, complete and forward this form and a current job description to Human Resources.

THE UNIVERSITY OF ARIZONA

Job Number: _____

1) POSITION INFORMATION

Position Title: _____ Job Code: _____
Department: _____ Department #: _____
College/Unit: _____

New position Vice position (PCN) FTE %: _____
Hiring Range: Min _____ Max _____ Exempt Non-Exempt

2) RECRUITMENT CATEGORIES

Classified Staff

Regular, .50 FTE or greater Temporary, (up to 6 months) Extended Temporary, (6-24 months)
 Part-time, .49 FTE or less On-Call (Intermittent)

Appointed Personnel

Faculty Professional
 Administrator

3) SEARCH PLANNING

Search Team? No Yes *List members of search Team*

Name	Eth*	Sex	Name	Eth*	Sex
(Chair)					

* Race/Ethnicity Codes: A = Native American B = African American H = Hispanic O = Asian/Pacific Islander W = White

4) SCOPE OF SEARCH

For all external searches, HR will handle postings for UA Web site, DES, Community Posting, Dial-A-Job, and Job Boards

Internal UA candidates only Local Search Standard Search

5) SEARCH STRATEGIES

List search strategies used to reach diverse applicant pool

Newspapers:	Direct Mailings:
Journals:	UA Advertising
Websites/Listservs:	Other:

6) CONTACT NAME: _____ Date: _____ Phone: _____ Fax: _____

Department Approval

(Signature indicates commitment to follow search plan)

Date

College/V.P. Approval

(Signature indicates approval to begin recruitment)

Date

Funding from:

Dept. #: _____ Acct. #: _____ Amount \$ _____ Dept. #: _____ Acct. #: _____ Amount \$ _____

HR USE ONLY

AA Job group # _____ Goals: Women Minorities None Recruitment Meets university guidelines? Yes No

Posting information: Date Opened: _____ Date Closed: _____ Review Date: _____

Documents required: _____

Posting Title (if different from above): _____

Posted salary amount: _____ Collected by: Dept. HR Benefits Eligible? Yes No

Bin Code: _____ Posting Category: _____ Date: _____

HR Recruiter: _____