

REQUEST TO RECRUIT

Staff	Temp. Staff			
Date of Vacancy	POSITION NUMBER	DEPARTMENT NAME		
SUPERVISOR'S NAME		FUNCTIONAL TITLE		
Proposed Salary Range:	EMPLOYEE TYPE Salaried Hourly	FULL TIME/PART TIME Full Part Time	# HOURS WORKED PER/WK	

Reason for Vacancy:

Justification for requested approval:

Complete position description should be attached to this form when routed for approval.

FUND# (5 digits)	Depart# (4 digits)	Project#(if applicable) ex: UND0012599	%
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TOTAL (must equal 100%)

If you have more than 4 funding sources please write remainder in justification.

Once approved, create your requisition in Recruiting Solutions and upload this signed form.

Supervisor	DATE
Dean/Department Head	DATE
Vice President (or designee)	DATE

DATE REVISED 09/20