



Hiring Managers: Use this form to request authorization to recruit a regular, temporary, or student employee

RECRUITMENT AUTHORIZATION

Job Description and Posting Verbiage Must be Attached for Regular and Temporary Employee Positions

POSITION INFORMATION

DEPARTMENT	DEPARTMENT MANAGER	ACCOUNT #
POSITION TITLE		DESIRED START DATE

POSITION STATUS

Student Employee (Proceed directly to Approvals section if position is for a student employee)

New Position Replacement Replacement for Whom? _____ Current Salary _____
 Budgeted Salary _____ Authorized in Budget? _____ Salary Range _____

Regular Temporary Indicate Duration if position is for a temporary employee - (Projected end date) _____
Temporary positions should not extend beyond 6 months duration

Exempt Non-Exempt Full Time Part Time Hours Per Week _____

QUALIFICATIONS

Degree Level Required/Preferred	Majors Required/Preferred	Licenses/Certificates Required/Preferred	Years Experience Required/Preferred

ADVERTISING

Regular and temporary positions will be posted on the HNU website. Please indicate any other places in which you would like the position to be posted. See *Recruitment Source Options* for suggestions.

APPROVALS

Authorization up to President level required for all regular positions; up to VP of Finance and Administration for temporary positions; up to Dean of Enrollment for Student Employee positions

Hiring Manager		Date
Area Vice President		Date
Vice President for Finance and Administration		Date
Dean of Enrollment (Required for Student Employment positions)		Date
President		Date