



PRESIDENT'S OFFICE
POSITION RELEASE AND HIRING FORM

SECTION I — POSITION INFORMATION

Prior to starting a search to fill a vacancy in the President's Office, the following section of this form must be completed and signed.

- A. **Position Information** – The hiring department will work with Human Resources to assign and/or confirm the appropriate position classification, title, and salary range. **The hiring department will provide a position description as well as any proposed advertisement to be reviewed by the Human Resources Office.**

Title of Position _____ New ___ Replacement ___

Starting Salary Range _____ Position Level/Grade _____

Classified ___ Full-time ___ Benefited ___
Professional ___ Part-time ___ Non-Benefited ___ Hourly ___

Vice President/Department Head Date

The position description, classification and salary range have been reviewed and are approved.

University Director of Human Resources Date

- B. **Fiscal Impact** - To be completed by Administration and Finance.

I certify that funds are available in the appropriate account to fill this position.

Vice President, Administration and Finance Date

- C. **President's Approval** (This section must be completed only for positions reporting directly to the President or the Vice President)

I approve the filling of this position.

President Date

SECTION II — APPROVAL OF HIRE

After the search process has been completed, the recommended candidate's resume, draft offer of appointment, and proposed starting salary should be submitted to Human Resources for review.

Name of Candidate _____ Salary _____

This search and Hiring process has been conducted in conformance with University policies and regulations and is approved:

University Director of Human Resources/Date