

<b>Employee/Position Search Requisition</b>			
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**Part I**

Open positions are not automatically approved and must be reviewed by the administration before the position can be posted. This form will assist the hiring manager in explaining why it is necessary to fill the position. To post a job opening, the hiring manager must (1) complete this form (2) attach an updated job description and organizational chart (3) obtain the necessary signatures (4) return the completed form, job description, and organizational chart to the Human Resources Office.

Date of Request: \_\_\_\_\_ Position Title: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Ending Date (If applicable): \_\_\_\_\_

Department Name: \_\_\_\_\_ Funding Source/Acct. Number: \_\_\_\_\_

Number of months to be worked per year:    \_\_\_12 \_\_\_11 \_\_\_10 \_\_\_09 \_\_\_Other: \_\_\_\_\_

Number of hours to be worked per week:    \_\_\_40 \_\_\_30 \_\_\_20 \_\_\_<19 \_\_\_Other: \_\_\_\_\_

Hiring Manager/Search Committee: \_\_\_\_\_  
(List the names that resumes are to be sent to for review)

**Employment Type:**

- |                                  |                                    |   |
|----------------------------------|------------------------------------|---|
| <input type="checkbox"/> Staff   | <input type="checkbox"/> Full-time | <input type="checkbox"/> Other, Please describe |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Part-time | _____   |
|                                  | <input type="checkbox"/> Temporary | _____   |

What will be the position's normal work schedule (days of week, shift, starting time, ending time.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____

**Justification for Search:**

Is this position a replacement?     Yes     No

If yes, briefly explain the reason for the vacancy, (i.e. who is being replaced), and why this position ought to be retained. Include any changes you plan for this position, if applicable.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Salary Range Requested: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Is this a new position, meaning it is not included in your current budget?     Yes     No  
 If yes, please attach justification, or you may attach Form 18.00, New Position Requisition

**Approvals:**

VP/Cabinet Member: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Note: VP sign on reverse side for advertising budget commitment

VP/CFO: \_\_\_\_\_ Date: \_\_\_\_\_

President:    \_\_\_\_\_ Approved    \_\_\_\_\_ Denied    \_\_\_\_\_ Hold

President: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

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**Part II**

**Advertising Recommendation**

Position Title \_\_\_\_\_

**Online**, Tusculum college HR website \_\_\_\_

The Chronicle \_\_\_\_ Higher Ed \_\_\_\_ Inside Higher Ed \_\_\_\_ Other \_\_\_\_

Formal Block Ad with Logo Approx. Cost \_\_\_\_\_

Line Ad Approx. Cost \_\_\_\_\_

<b>Newspaper</b>	Print and Online	Print Only	Online Only
The Greeneville Sun	Dates _____	Approx. Cost _____	_____
Johnson City Press	Dates _____	Approx. Cost _____	_____
Morristown Citizen	Dates _____	Approx. Cost _____	_____
Newport Plain Talk	Dates _____	Approx. Cost _____	_____
Kingsport Times	Dates _____	Approx. Cost _____	_____
Bristol Courier	Dates _____	Approx. Cost _____	_____
Knoxville News Sentinel	Dates _____	Approx. Cost _____	_____
Chattanooga Times	Dates _____	Approx. Cost _____	_____
Other	Dates _____	Approx. Cost _____	_____

**Other** (Association publication with contact and member ID if needed) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Attach ad copy and e-mail final draft to [hr@tusculum.edu](mailto:hr@tusculum.edu).** Ad copy must be submitted by 2:00 p.m. on Thursday for the weekend issues.

**Department Budget & Line Item Number for charge:**

Department: \_\_\_\_\_

Funding Source /Acct. Number: \_\_\_\_\_

**VP/Cabinet member approval** \_\_\_\_\_

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_