RECRUITMENT AUTHORIZATION FORM

This form is used to recruit employees to fill existing vacant positions only. To Initiate Recruitment: Complete all sections and send the original form to Human Resources by fax to 410.778.7254, by email to employment@washcoll.edu, or by campus mail.

<table>
<thead>
<tr>
<th>Hiring Official:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

**A. POSITION INFORMATION**

Position Title:  
Position Number:  

- [ ] New Position  
- [ ] Existing Position  
- [ ] Full-Time  
- [ ] Part-Time  
- [ ] Regular  
- [ ] Temporary  
- [ ] Exempt  
- [ ] Non-Exempt  
- [ ] Meal Plan  
- [ ] Grad. Classes  

Start Date:  
End Date:  

If position has an end date, is contractual, or grant funded, please provide end date.

Number of Hrs. Per Week:  
Name of Employee Being Replaced (if applicable):  

**B. POSITION FUNDING**

Departments may recruit up to the current budgeted salary, but not exceed the salary range midpoint. Additional salary funds require prior approval by the VP for Finance and Administration.

<table>
<thead>
<tr>
<th>Hourly or Salary Range</th>
<th>Minimum: $__________</th>
<th>Midpoint: $__________</th>
</tr>
</thead>
</table>

Current Budget: $__________ per hour or $__________ salary

Moving Expense (if applicable): $__________

Funding Source(s):  

| ___________________ | ___________________ | %__________ | %__________ |
|_____________________|_____________________|____________|____________|

**C. RECRUITMENT**

Search Committee Chair:  
Search Committee Secretary:  
Search Committee Members: *(These individuals will be granted access to applicant materials on Consensus.)*

Recruitment Sources or Instructions: *(Please indicate if there are additional places to post this job. All jobs are posted on the HR Employment Page.)*

**D. AUTHORIZATION SIGNATURES**

Department Head or Director:  
Date:  
Vice President, Dean or Senior Staff:  
Date:  
Budget Director/ VP Finance:  
Date:  
Office of Human Resources:  
Date:  

**HR Use Only**

Name of Employee Hired:  
Start Date:  

REV 05/2014