WASHINGTON COLLEGE

Office of Human Resources
300 Washington Avenue • Chestertown MD 21620
PHONE 410.778.7298 • FAX 410.778.7254
EMAIL hr@washcoll.edu
WEB hr.washcoll.edu

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.

Hiring Official:	Department:
Phone:	Email:

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.

Hourly or Salary Range	Minimum: $_____	Midpoint: $_____
Current Budget: $_____ per hour *or* $_____ salary		Moving Expense (if applicable): $ _____

Funding Source(s): _____-_____-_____ %_____ _____-_____-_____ %_____	**HR USE ONLY** POSD Rank: _____ EEO Code: _____ SOC Code: _____

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: