

CLARK ATLANTA UNIVERSITY

STAFF PERSONNEL REQUISITION

It is the policy of the University that **all** positions be posted/advised within the University for a minimum of five (5) days before an offer is extended.

<p style="text-align: center;">POSITION INFORMATION</p> <p>DEPARTMENT _____</p> <p>POSITION TITLE _____</p> <p>PAY GRADE _____</p> <p>HIRING PAY RANGE _____</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">START DATE</td> <td style="width: 50%;">END DATE</td> </tr> </table> <p><input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME HRS. Per Week _____</p> <p><input type="checkbox"/> REGULAR POSITION <input type="checkbox"/> TEMP. POSITION</p> <p><input type="checkbox"/> HOURLY <input type="checkbox"/> SALARY - SUPERVISOR/MANAGER <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Hiring Manager _____ Date _____</p> <p>Dean/Department Head/Executive _____ Date _____</p>	START DATE	END DATE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">REQUISITION NO.</td> <td style="width: 40%;">POSTING DATE</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="3" style="background-color: #cccccc;">HRIS ONLY:</td> </tr> <tr> <td colspan="3" style="background-color: #cccccc;">POSITION NUMBER:</td> </tr> <tr> <td colspan="3" style="background-color: #cccccc;">CLOSING DATE:</td> </tr> <tr> <td style="width: 60%;">ECLASS:</td> <td colspan="2">PCLASS:</td> </tr> <tr> <td>Exempt</td> <td>Non-exempt</td> <td>EEO</td> </tr> <tr> <td colspan="3" style="background-color: #cccccc;">Position Title:</td> </tr> <tr> <td>Salary Grade:</td> <td>Min \$</td> <td>Mid \$</td> </tr> </table> <p>Grants & Contract Approval * _____ Date _____</p> <p>Budget Approval * _____ Date _____</p> <p>Human Resources Department _____ Date _____</p> <p style="text-align: center;"><i>* Signature required before forwarding to Human Resources Department</i></p>	REQUISITION NO.	POSTING DATE	HRIS ONLY:			POSITION NUMBER:			CLOSING DATE:			ECLASS:	PCLASS:		Exempt	Non-exempt	EEO	Position Title:			Salary Grade:	Min \$	Mid \$
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REQUIRED BUDGET INFORMATION			
<input type="checkbox"/> NEW POSITION	<input type="checkbox"/> REPLACEMENT	(Name of Previous Employee)	DATE POSITION VACATED

BENEFITS ELIGIBLE* : YES NO * Must work at least 25 hours per week

Index	Fund	Org	Acct. Code	Program Code	Activity Code	Amount	%
ANNUAL TOTAL							

APPROVALS

Grant Director	Date	Chair/Director	Date
School Dean/Unit Head	Date	VP Finance and Administration	Date
Provost /President	Date	Director of Human Resources	Date

Comments:

Please attach a Job Description (include Education and Years of Experience Required, along with Special Skills, Training, Technical Skills and Job Knowledge) submit via email or computer disk to Human Resources. **Requirements must be stated on the job posting.**

Background checks will be required for all applicants who receive an offer

USE THIS SECTION FOR EXTERNAL RECRUITMENT REQUESTS			
Recruitment Contact:		Ext. Number:	
Expense Number:		Advertising Media:	

HR DEPT:	Date Position Filled	Name of Hire:	Total Recruitment Time
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