

AUTHORIZATION TO RECRUIT

Organization: _____ Position Number: _____

Role Title: _____ Job Title: _____

Position Type:	Regular:	Restricted:
Project Fill Date:	Full-Time:	Part-Time:
Minimum Salary:	Maximum Salary:	Source of Funding
Justification		
Search Committee members (separated by semicolon):		

Requested By: Comments:	Date of Request:
Position and Budget Reviewer: Comments:	Date of Approval:
Unit Director: Comments:	Date of Approval:
Sr. Management: Comments:	Date of Approval:
AVP/VP: Comments:	Date of Approval:

AUTHORIZATION TO MAKE OFFER

Selected Candidate: _____ Highest Degree: _____

Position: _____ Discipline: _____

Requested Salary: _____ Rank: _____

Justification for Salary Offer:

Comparable with peers? Yes No

If no, explain:

Requested By: Comments:	Date of Request:
Position and Budget Reviewer: Comments:	Date of Approval:
Unit Director: Comments:	Date of Approval:
Sr. Management: Comments:	Date of Approval:
AVP/VP: Comments:	Date of Approval: