

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:	Date of Request:
Position and Budget Reviewer:	Date of Approval:
Unit Director:	Date of Approval:
Sr. Management:	Date of Approval:
AVP/VP:	Date of Approval:
Comments (Please enter name and then comment):	

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:	Date of Request:
Position and Budget Reviewer:	Date of Approval:
Unit Director:	Date of Approval:
Sr. Management:	Date of Approval:
AVP/VP:	Date of Approval:
Comments (Please enter name and then comment):	