


Request for Posting – Student, Temporary, EHRA and SHRA

Note: Prior to requesting a posting – make sure you have discussed your position with Classification and Compensation. If you have any questions regarding this form. Please contact the Office of Human Resources.

General Position Information

Position Title: _____ Position #: _____

 Full-Time or Part-Time: _____

 Source of Funds (FOAP): _____ - _____ - _____ - _____ %
_____ - _____ - _____ - _____ %
_____ - _____ - _____ - _____ %

Budgeted Amount: \$ _____

General Posting Information

 Desired Opening Date: _____

Desired Closing Date: _____ (Please write "open until filled" for EHRA positions, if you don't want a closing date)

External advertising sources: Yes No

If yes, list sources:

If there are costs associated with external advertising sources that are not included in the FSU standard job boards, funds will be appropriated from your department/unit budget.

Any special instructions to applicant(s)? Yes No

If yes, please state them here:

Applicant Documents:

	Required	Optional
Resume	<input type="radio"/>	<input type="radio"/>
Cover Letter	<input type="radio"/>	<input type="radio"/>
Transcripts	<input type="radio"/>	<input type="radio"/>
Other Document(s)	<input type="radio"/>	<input type="radio"/>

Please list search committee members here:

Include first and last names. If you are requesting access for users that do not have a Fayetteville State University e-mail address. Please include an e-mail address for guest user access.

Supplemental Questions:

Please list any questions that relate to the job posting, if none are requested from the hiring manager, the human resources office may add some. These questions are to assist you in narrowing down the applicant pool. Please see [link](#) of current available supplemental questions. You may add your own if there are none in the current list.

Preferred Qualifications

In addition to the minimum requirements, are there any other qualifications you are looking for?

Please list the Department Authority and the Department Budget personnel in the department

When completed please submit to Human Resources, Employment Consultant. The Employment Consultant will contact you to discuss the next steps to ensure a smooth and efficient Interviewing and Onboarding Process

Hiring Manager: _____ Date: _____