**SPA Recruitment Request (page 1 of 2)**

*Submit this completed form to your HR Consultant via InfoPorte*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department Name:**     Choose an item. | | | | | |
| **Position Type:** Choose an item. | | | | | |
| **Posting Information** | | | | | |
| **1. Position Title:** | | | | **2. Position Number (if known):** | |
| **3. Salary Shown to Applicants?** Choose an item. | | | | | |
| **4. Hiring Range: From$ To:$**  *\*Minimum rate no less than $10.61 for temp positions.* | | | | | |
| **5. Number of hours/week:** Choose an item. | | | | | |
| **6. Work Schedule (expected days & times):** | | | | | |
| **7. Posting open date:** Click here to enter a date. | | | | | |
| **8. Posting close date:** Click here to enter a date. | | | | | |
| **9. Proposed start date:** Click here to enter a date. | | | | | |
| **10. Position Posting Category:** Choose an item. | | | | | |
| **11. Posting:** Choose an item. | | | | | |
| **12. No. (#) of positions associated w/**  **this posting:** | | | | | |
| **13. Hiring Supervisor Name & PID:** | | | | | |
| **Search Committee Information** | | | | | |
| **Name** | **Internal** | **External** | **Email Address** | | **Chair** | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |

**Position Information**

|  |
| --- |
| **Department Description:** |
| **Position Summary/Description:** |
| **Minimum Education and Experience Requirements:** |
| **Essential Skills, Knowledge, & Abilities:** |
| **Preferred Qualifications:** |

**Supplemental Questions and Additional Documents**

***\*Must address required/essential Knowledge, Skills & Abilities.***

*Disqualifying answers are not required. However, if you wish to utilize this function, they must be identified below with an asterisk.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Type**  *Choose one.* | **Disqualifying Answer for Yes/No** | **Multiple Choice Only- List Answers**  *Identify disqualifying answers with an asterisk.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant Documents** | **Required** | **Optional** | **Applicant Documents** | **Required** | **Optional** |
| **CV/Resume** |  |  | **Certificate/Licenses** |  |  |
| **Cover Letter** |  |  | **Writing/Research Sample** |  |  |
| **Other Document** |  |  | **Media Presentation** |  |  |
| **List of References** |  |  | **Sample Syllabus** |  |  |
| **Degree Transcripts** |  |  | **Research Statement** |  |  |
| **Teaching Philosophy/Evaluations** |  |  | **Administrative Summary** |  |  |