



Human Resources

REQUEST TO RECRUIT AND FILL
(Use for Faculty or Exempt Staff Searches)

This form must be completed and submitted to Human Resources to initiate the approval process for a vacancy. Human Resources will notify the hiring supervisor when the position is ready for approval in PeopleAdmin.

Proposed salary/range advertised: Yes No
Position Title: Position No:
Department Name: FOAPAL:
Work Location: Proposed Salary/Range:
Hiring Supervisor: Phone:

Table with columns for FACULTY and EXEMPT STAFF. Faculty options include Tenure Track, Non-tenure Track, 9 month, 12 month, 1 year appointment, Full Time, and Part Time. Exempt Staff options include Full-time, Part-time, 12 month, 11 month, and 10 month.

Incumbent: Last Day of Work:
Reason for position vacancy:

Position Advertisement: Send the following information to msu.hremployment@murraystate.edu. Indicate position title and position number in subject line of email.

- 1) Summary of Job Duties/Responsibilities
2) Minimum Education Requirements
3) Minimum Experience and Skill Requirements
4) Preferred Education and/or Experience
5) Special Instructions to Applicants
6) List of all committee members

After approval, the advertisement will be posted for a minimum of three weeks and will automatically appear in: HigherEdJobs.com, Inside Higher Ed, Focus Talent (formerly e3ky.gov), and murraystatejobs.com.

List other desired advertisement sources, if applicable.

Two horizontal lines for listing advertisement sources.

RECOMMENDED FOR APPROVAL:

APPROVED:

Academic Chair or Hiring Supervisor Date

Vice President Date

Dean or Director Date

VP signature above authorizes the use of a Pcard for any meals associated with the interview process. If VP wishes to identify specific meals that are authorized, please list below:

Horizontal line for listing authorized meals.