

DUTCHESS COMMUNITY COLLEGE

AUTHORIZATION TO COMMENCE RECRUITMENT ADMINISTRATIVE POSITION

Position Title: _____

Description: _____

Requested By: _____ Date: _____

Currently Budgeted: Yes _____ No _____ Account #: _____

Amount: \$ _____

Grant Funded: Yes _____ No _____ Grant #: _____

Amount: \$ _____

Line Item Already Exists: Yes _____ No _____ If no, a Budget Transfer must be attached.

The Position is to be Filled:

Permanent _____ Temporary _____ Dates: _____

Full-Time _____ Part-Time _____ Hrs/Wk _____ Mos/Yr _____

Justification for Filling Position: _____

Current Occupant of Position: _____

Date Position Vacant: _____ Date Replacement Needed: _____

Supervising Dean Completes:

Title: _____

Represented by: DUE - _____ Management/Confidential - _____

Group/Step: _____ Salary: \$ _____

Please Sign and Route to the Next Office for Signature:

Supervising Dean _____ Date _____

Assoc. Dean of Administration _____ Date _____
(for Budget Approval)

Human Resources _____ Date _____

Dean of Administration _____ Date _____

President _____ Date _____

Distribution: White – Human Resources
Yellow – Supervising Dean
Pink – Originator

Revised Jun-13, LLK
Administrative Recruitment.DOC