

INSTRUCTIONS

A Position Authorization form must be completed to begin recruitment/selection of classified and administrative staff vacancies. Refer to appropriate staff hiring checklist for further details on BGSU recruitment/selection process.

FOR ALL VACANCIES, COMPLETE SECTION I, II, III, IV AND V.

SECTION I: All lines must be completed before the position can be posted.

SECTION II: All lines must be completed – this information is used to bill for advertising and pre-employment background checks.

SECTION III: Complete referring to following definitions. If this is a replacement, “Incumbent” must be indicated.

DEFINITIONS

12-month, full-time	position with a 40-hr. per week work schedule over a 12-month period. Full benefit package available.
9-month, full-time	position with a 40-hr. per week work schedule over a 9-month period (usually academic year, mid-August to mid-May). Employee is furloughed over academic breaks and summer. Full benefit package is available.
12-month, part-time	position with a 30-hour per week or less work week over a 12-month period. Sick leave and vacation hours are accrued but insurances are not available.
9-month, part-time	position with a 30-hour per week or less work week over a 9-month period (usually academic year, mid-August to mid-May). Employee is furloughed over academic breaks and summer. Sick leave is accrued but vacation and insurances are not available.
Grant-funded	position that is funded by external sources such as federal or state grants, foundations, or private corporations.
Position number	If you are unsure of position number, please call HR employment representative

SECTION IV: List publication in which you would like to place ad. (Automatic listings include BGSU website, and for Administrative positions, Higherjobs.com). Indicate recruitment length using the following guidelines:

Classified:

- Internal 1-week search posted on BGSU web site only for BGSU employees
- Local 2-week search advertised on BGSU web site, classified staff job line, HR recruitment sources and local newspapers

Administrative:

- Regional 3-week search, same as local, administrative staff job line and advertising in regional newspapers
- National 4-week search, same as above and in national publication(s)
- By Invitation selection official must provide compelling circumstances which require a search waiver and prior approval from the Provost, area Vice President, or in the case of the President, her designee
- Indicate if there are additional recruitment sources unique to hiring department – hiring department is responsible for listing on listprocs and web sites to which departments are members.

SECTION V: Completed by Director of Budgets

SECTION VI: Complete with appropriate signatures. (Provost/VP signatures must be completed.)

SECTION VII: Completed by HR

ROUTING OF FORM

- Once form is completed and signatures received, forward this form, position vacancy announcement and ad copy to HR for approval. Once approved, HR will schedule recruitment.

IF YOU NEED FURTHER ASSISTANCE IN COMPLETING THIS FORM, CONTACT THE HUMAN RESOURCES OFFICE AT 419-372-8421, FAX NUMBER IS 419-372-2920.