

## Request for Job Posting – PeopleAdmin

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 at (910)-672-1146.

### General Position Information

<b>Position Title:</b>	<b>Position #:</b>

<b>Full-Time or Part-Time:</b>	
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<b>Source of Funds (FOAP):</b>				

<b>Budgeted Amount:</b>	
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<b>Desired Opening Date:</b>	
<b>Desired Closing Date:</b> <i>If position is EHRA, the position may be listed as “Open until Filled.” Leave this blank.</i>	

**External advertising sources:** Yes                  No

**If yes, list sources:**

Source One:	
Source Two:	
Source Three:	
Source Four:	

Note: 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 applicants?** Yes                  No

**If yes, please state them here:**

Note: an example of special instructions could be “For priority consideration, please apply by XX/XX/XXXX.”

**Applicant Documents:**

**Required**

**Optional**

**Resume**

**Cover Letter/CV**

**Transcripts:**

**Other Document**

**Please list search committee members:**

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

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**Supplemental Questions:**

Note: 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.

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**Preferred Qualifications:**

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

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<b>Please list the Department Authority/Department Budget personnel in the department:</b>	
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**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.**