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| **Recruitment Action Request for Senior Management Team:** | | | | |  | **New Position** | |  | **Fill Vacancy** | | | |  | **National Search** | | |
| Reason for Request: | | | | | | | | | | | | | | | | |
| Approved By: | | | | | Date: | | | | | Effective Date: | | | | | | |
| **Recruitment Details** | | | | | | | | | | | | | | | | |
| **Position Number**: | | Working Title of Position: | | | | | | | | | | | | | | |
| Proposed Hire Date: | | Anticipated Hiring Range: | | | | | | Internal Transfer Only? Yes    No | | | | | | | | |
| Advertising: Post on Monster -Yes    No    Post on InsiderHigherEd.com? - Yes    No    Other: | | | | | | | | | | | | | | | | |
| Places you would like to recruit: | | | | | | | | | | | | | | | | |
| Request a National Search -Yes    No  *A national search is defined as one in which DELTA actively recruits candidates by paying for advertising in higher education geared publications such as “The Chronicle of Higher Education”. Although a job posting on the NCSU HR website is accessible to potential applicants worldwide, this does not constitute the definition of an active national search. The Associate Vice Provost for your unit will submit the Position Request to the Senior Management Team for national search approval.* | | | | | | | | | | | | | | | | |
| Justification for Requesting a National Search: | | | | | | | | | | | | | | | | |
| Specify Higher Education or Trade Journals for National Search Advertising:  *All ads need to be reviewed and endorsed by our HR Employment Consultant prior to use. Our HR Employment Consultant can assist in composing the ad, advising you on resources available to ensure the best exposure for your vacancy, and facilitating the process of gathering quotes for resources.* | | | | | | | | | | | | | | | | |
| Funding Source for Advertising: | | | | Funding Source for National Search Travel: | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Applicant Information** | | | | | | | | | | | | | | | | |
| Applicant Document(s) *Applicant documents can be included in the application process as “optional” or “required”. Required makes the document(s) mandatory to complete the application process.* | | | | | | | | | | | | | | | | |
| Resume/Cv: *optional*    *required* | Cover Letter: *optional*    *required* | | | | | | Letter of Recommendation(s) *optional*    *required* | | | | | | | | | |
| \*Other Document 1 *optional*    *required*    *Specify:* | | | | | | | Contact Information for references *optional*    *required* | | | | | | | | | |
| \*Other Document 2: *optional*    *required*    *Specify:* | | | | | | | \*Other Document 3: *optional*    *required*    *Specify:* | | | | | | | | | |
| ***\*Example”Other Document”:*** *A resume, cover letter, and portfolio are requested. A portfolio can be either attached as Other Doc 1 or you may use Other Doc 1 to include a list of URLs/links to your portfolio materials.* | | | | | | | | | | | | | | | | |
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| **Supplemental Questions** | | | | | | | | | | | | | | | | |
| The applicant will be required to answer these questions when applying for the position. Questions can be “open ended questions” or they can be “disqualifying” questions. Disqualifying questions must be based on **Department Required** minimum education/experience/ skills and/or **Required Minimum** skills and experience stated in the posting. Typically disqualifiers are yes or no responses such as “Do you have 4 years of supervisory experience”? | | | | | | | | | | | | | | | | |
| Question 1: | | | | | | | | | | | Open ended | | | | Disqualify | |
| Question 2: | | | | | | | | | | | Open ended | | | | Disqualify | |
| Question 3: | | | | | | | | | | | Open ended | | | | Disqualify | |
| Question 4: | | | | | | | | | | | Open ended | | | | Disqualify | |
| Question 5: | | | | | | | | | | | Open ended | | | | Disqualify | |
|  | | | | | | | | | | | | | | | | |
| **Search Committee Members** | | | | | | | | | | | | | | | | |
| **Name** | | | **Email** | | | | | | | | | **Search Committee Chair?** | | | | |
|  | | |  | | | | | | | | | Yes | | | | No |
|  | | |  | | | | | | | | | Yes | | | | No |
|  | | |  | | | | | | | | | Yes | | | | No |
|  | | |  | | | | | | | | | Yes | | | | No |
|  | | |  | | | | | | | | | Yes | | | | No |
|  | | |  | | | | | | | | | Yes | | | | No |
|  | | |  | | | | | | | | | Yes | | | | No |
| **Guest User Request** | | | | | | | | | | | | | | | | |
| List persons outside of the search committee that should have access to this posting | | | | | | | | | | | | | | | | |
| **Name** | | | **Email** | | | | | | | | | **Reason for Access** | | | | |
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| Special Instructions: |