Request to Search Process and Related Information

1. A request to search (RTS) should be completed each time a vacant Op/Tech, A/P, Management/Professional, or Faculty position exists and you wish to fill the vacancy.
2. Determine whether the current job description for the vacant position has enough changes for submission to HR for classification.
3. Complete the RTS and attach a copy of the most current job description to the RTS as well as the posting form.
4. If needed, make sure the department head and supervisor signatures are included on the job description.
5. If your department has a business manager who isn’t the Director of Financial Affairs (DFA) for Student Affairs (VPSA) and Enrollment Management (EM), obtain that person’s signature on the job description and initials on the RTS.
6. Submit the RTS and attached job description and posting request to the Account Assistant for VPSA and EM for review.
7. From that point, the Account Assistant will route the packet as follows:
   a. First to the DFA for initials and/or signatures,
   b. Then to the associated Dean or VP for approval signatures
8. After the approved packet returns to the Account Assistant, a scanned copy of the RTS will be emailed to the preparer. Watch your email for an attachment from “PURDUE STUDENT AFFAIRS” with subject “Scanned from MFPxxx.”
9. A copy will be made for HR and sent to FREH along with the original job description and posting forms.
10. The original request to search will be retained in the Account Assistant’s office for 3 fiscal years.
11. Find the request to search here:
    a. EM: http://www.purdue.edu/enrollmentmanagement/forms/index.html
    b. VPSA: http://www.purdue.edu/vpsa/businessoffice/bogforms.php
12. Find Position Description and Posting form here (posting form is at end of position description, or you can get a Posting form only at this web site as well):
    a. http://www.purdue.edu/hr/Forms/index.html

How to Complete the Request to Search
(can be typed OR handwritten)

1. You can get the Org unit ID, Position Title, and Position object ID from your account clerk
2. Complete the Type of Position (current, redefined, or new)
3. If the current employee transferred to another position on campus, please indicate the last day employed by your area.
4. Staff group is either Mgmt/Prof, A/P, or Op/Tech
5. CUL is 100 for full-time, 50 for half-time, etc.
6. Budget $ is the amount budgeted at the beginning of the current fiscal year
7. Anticipated starting date is used to help the Dean/VP calculate salary savings
8. Proposed salary/range is compared to the Budget amount. Indicate source of additional funding if above the budgeted amount.
9. Check that posting form and position description are attached
10. Check the scope of search
11. Explain how filling the position align with your area’s strategic plan
12. Obtain Department Head signature, affix attachments and route to the Account Assistant in VPSA for reviews and approval signature.