

**Position Announcement Authorization  
Special Monitoring Procedures**

AAO POSTING# \_\_\_\_\_

**Section A: Description of Position**

Please attach Form HR 10 (Position Description) and Form HR 2 (Post a Position).

<i>Department Name and Number:</i>	<i>Position Title:</i>
<i>Date Position Announced:</i>	<i>Job Type:</i>
<i>Date of Initial Application Review:</i>	<i>Salary Range:</i>
<i>Anticipated Start Date:</i>	
<i>Hiring Supervisor:</i>	<i>Location:</i> <i>Phone and Fax:</i>
<i>New Position:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No: Please give name of previous appointee _____	

- Permanent     10-Month     Part-time  
 Full-time       12-Month     Other

**Section B: Description of Recruitment Strategies**

Please attach a copy of the advertisement(s) to be distributed.

**Section C: Signatures**

Please check below if there is underutilization of racial/ethnic minorities or women by job group in the department or unit requesting the position. For information on underutilization, please see the current Affirmative Action Plan.

- Racial/Ethnic minorities (underrepresented)       Women (underrepresented)

\_\_\_\_\_  
1. Hiring Supervisor      Date

\_\_\_\_\_  
2. Vice President/Dean/Dept. Head/Director      Date

\_\_\_\_\_  
3. Affirmative Action Office      Date