STUDENT AFFAIRS
ADMINISTRATIVE/PROFESSIONAL STAFF
REQUEST TO SEARCH

Submit to the Vice President for Student Affairs Business Office before the search process has been initiated.

Budget Information:
Department: ____________________________ Org unit ID ___________
Position Title: ____________________________ Position object ID ______
Type of Position (complete one)
* Current Position - Vice
_____ Redefined Position - Vice
_____ New Position

*Did the current employee transfer to another position at Purdue? _____ no _____ yes if yes, what date? __________

Staff Group: ______________________ CUL: ____________ Budget $ _____________

Anticipated Starting Date: _______ Proposed Salary/Range $ ____________
If proposed salary is greater than amount available, indicate source: S&E $ _______ Wages $ _______
If other source, indicate source: __________________________ Amount $ ___________

Personnel Information: (HR forms can be found at: http://www.adpc.purdue.edu/HR/position_manage.htm
_______ Position Posting (Form HR2)
_______ Position Description Attached (Form HR10 either new or current)

Scope of Search (Check all that apply):
_______ Departmental (Promotion) 
_______ External (Beyond Purdue - Lafayette)
_______ Local (Purdue - Applicant Retrieval System)

Justification for Filling Position: (how does filling this position align with the strategic plan?)

To be completed by VPSA

POC No. (_______) Hiring Goal ______ Yes ______ No
If YES, for which groups does a goal exist? ______ Unknown
_____ Female
_____ Black (not of Hispanic origin)
_____ Asian/Pacific Islander
_____ Native American
_____ Asian Indian
_____ Hispanic

Request to Begin Search: Approval to Begin Search:

Department Head Date Vice President Date

http://www.purdue.edu/vpsa/businessoffice/forms/search.doc