

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?

- _____ 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