

 **STOCKTON**  
UNIVERSITY  
**RECRUITMENT INFORMATION FORM**

**Instructions:** The purpose of this form is to provide a description of the position to be filled and to seek authorization for the placement of appropriate advertisements.

Date \_\_\_\_\_ Department \_\_\_\_\_ Rank \_\_\_\_\_

Position Title \_\_\_\_\_ Position # \_\_\_\_\_

Salary Advertised \_\_\_\_\_ Term of Appointment \_\_\_\_\_

**Job Description/Minimum Qualifications:**

- Please attach job advertisement copy. It may be modified to conform to general institutional standards and/or to remain within budgetary limits.
- Insert EEO Clause in your advertisement copy: *Stockton University is an Equal Opportunity Institution encouraging a diverse pool of applicants.*

Date Screening Begins \_\_\_\_\_ Contact Person \_\_\_\_\_ Ext. \_\_\_\_\_

*(Minimum 30 days from date of this form)*

**Search Committee**

**Chairperson:** \_\_\_\_\_

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**Suggested Publication Advertising**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Placement Agencies/Professional Organizations/Professional Colleagues Contacted/Conferences Attended to Recruit**

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

\_\_\_\_\_  
Signature, Budget Unit Manager                      Date

\_\_\_\_\_  
Signature, Vice President/Provost                      Date

\_\_\_\_\_  
Director of Human Resources                      Date