

GEORGETOWN UNIVERSITY RECRUITMENT REQUEST

I. GENERAL INFORMATION			
Dept Name:	Home Dept #:	Budget/Grant #:	
Job Title:	Class Code:	Grade/Level:	PIN:
Hiring Salary Range: From \$ _____ to \$ _____ (requires budget approval – see below)			
II. POSITION INFORMATION (please check where appropriate) For a new or reclassified position, use the Position Description that has been reviewed by the Department of Human Resources. For a temporary position provide a brief summary below.			
<input type="checkbox"/> Regular <input type="checkbox"/> Term <input type="checkbox"/> Special <input type="checkbox"/> AAP <input type="checkbox"/> Temporary	Hours per Day:	Hours per Week:	Months per Year:
Beginning Date: _____ / _____ / _____	Ending Date: _____ / _____ / _____ (If Term or Temporary Appointment)		
Is this a new or reclassified position Yes ___ No ___ If Yes, date of approval by Department of Human Resources: _____			
Current or Prior Incumbent's Name: _____ <input type="checkbox"/> Termination Date: _____ / _____ / _____ <input type="checkbox"/> Transfer Date: _____ / _____ / _____ <input type="checkbox"/> LOA Date: _____ / _____ / _____			
For future training purposes for your new hire, indicate if this position functions as, or is responsible for, any of the following: Supervisor Timekeeper HR Coordinator Budget Development CSR Reconciliation Procurement			
III. RECRUITMENT INFORMATION			
Using the current HR-approved Position Description, list 1) the essential functions and 2) the minimum requirements (for example: academic preparation, length of experience) for this position.			
Check your advertising resource preferences – any or all: <input type="checkbox"/> Basic recruiting resource - HR Website <input type="checkbox"/> Internet at washingtonpost.com – online listing only <input type="checkbox"/> Other Internet recruiting resources – contact your HR Generalist for suggestions. A listing of HR Generalists is at https://www3.georgetown.edu/hr/employment_services/contacts.html .			
<i>For Affirmative Action compliance, contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA), (202) 687- 4798, if the position is an Academic Administrative Professional (AAP).</i>			
<i>For temporary help during the recruitment process for this position, contact Hoya Staffing, (202) 687-2530.</i>			
IV. DEPARTMENT INFORMATION			
Department Contact:	E-mail Address:	Phone #:	
Hiring Supervisor:	E-mail Address:	Phone #:	
Person receiving resumes:	E-mail Address:	Phone #:	
Special Instructions:			
V. AUTHORIZED SIGNATURES			
Dept. Head or Senior Business Manager:			Date:
Budget Officer:			Date:
VII. DEPARTMENT OF HUMAN RESOURCES USE ONLY			
Date Received in HR:	Generalist:	Affirmative Action Target Group:	Request #:
New Hire's Name:		Date posted to HR website: _____	Date new hire started: _____
Race:	EEO-1 Category:	Referral Source:	

Retain a copy for your records & send the original to your HR Generalist (see list at https://www3.georgetown.edu/hr/employment_services/contacts.html).