

DUTCHESS

COMMUNITY COLLEGE

AUTHORIZATION TO COMMENCE RECRUITMENT CIVIL SERVICE POSITION

Position Title: _____

Department: _____ New Position: Yes _____ No _____

Requested By: _____ Phone: _____ Date: _____

Currently Budgeted: Yes _____ No _____ Account #: _____

Amount: \$ _____

Grant Funded: Yes _____ No _____ Grant #: _____

Amount: \$ _____

Line Item Already Exists: Yes _____ No _____ If no, a Budget Transfer must be attached.

The Position is to be Filled:

Permanent _____ Temporary _____ Dates: _____

Full-Time _____ Part-Time _____ 12 Month _____ 10 Month _____

Work Schedule: Days _____ Hours _____ Total Hours Per Week _____

Current Occupant of Position: _____

Date Position Vacant: _____ Date Replacement Needed: _____

Individual Responsible for Interviews: _____

Justification for Filling Position: _____

Please Sign and Route to the Next Office for Signature:

Supervising Dean _____ Date _____

Assoc. Dean of Administration _____ Date _____
(For Budget Approval)

Human Resources _____ Date _____

Dean of Administration _____ Date _____

President _____ Date _____