**POSITION RECRUITMENT FORM**

**Position Title**

**Department**

**Position is:**

- [ ] Full-Time
- [ ] Part-Time
- [ ] Temporary

**Supervisor**

**Search Committee Members:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Gender</th>
<th>Race</th>
<th>Position/Title</th>
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**Recruitment Sources (include contact name, address, phone/fax numbers, approximate cost):**

<table>
<thead>
<tr>
<th>Source</th>
<th>Contact Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Cost</th>
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**Estimated Recruitment Time Table:**

1. Position Posted
2. Deadline for Resumes
3. Resume Review
4. Interviews Conducted
5. Hiring Decision

**Attachments:**

- [ ] Job Description, including work schedule
- [ ] Advertisement Copy
- [ ] Resume Review Form
- [ ] Interview Questions
- [ ] Interview Review Form

**Signatures:**

- Department Head
- Vice-President
- Human Resources

Office of Human Resources, 3800 Victory Parkway, Cincinnati, Ohio 45207-7000  Phone 513-745-3638
A Position Recruitment Form must be completed, including signatures, before any recruitment can be initiated.

SECTION A
• Enter the position title and department name.

• Check the status of the position.

• Enter the department supervisor.

SECTION B
• List the name, gender, race and position title of all search committee members. The search committee members are those individuals who will be involved in the entire selection process. (If more space is required attach a separate sheet)

SECTION C
• List the recruitment sources, including minority recruitment sources. Be certain to list the source name, contact name, address, phone/fax number and approximate cost.

SECTION D
• Enter the expected date of completion for the listed activities.

SECTION E
• Check the documents which are attached. While all the documents are necessary for the recruitment process the job description and the advertisement copy must be attached.

SECTION F
• Sign and route for appropriate signatures in the order which they are listed.