

ATS Title Number:
(From ROJD) _____

Working Title:
(From ROJD) _____

What application materials do you want?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Resume | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Questionnaire | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> References | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Letter | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Portfolio | <input type="checkbox"/> Other: _____ |

Where do you want the position advertised?

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

What is your preferred closing date? _____

What budget should be billed? _____

Who is on the Search Committee? (Identify Hiring Authority and Search Chair)

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

Is there anyone else who will need access to the search for administrative purposes?

1. _____
2. _____
3. _____
4. _____
5. _____

Is there any other information we need to know for posting this position?
