

Line number	Official Title		Grade/Rank	Personnel Req. No
Acct./Grant No.	Department/Project Name	Name:Supervisor/Project Director	Signature:Supervisor/Project Director	Vacancy No.:
Funding: (check one)	<input type="checkbox"/> State Funds Regular <input type="checkbox"/> Income Fund Reimbursable	<input type="checkbox"/> State Funds-Temp Svc <input type="checkbox"/> Research Foundation	<input type="checkbox"/> State Funds-Temp Svc-Pending No. <input type="checkbox"/> Other-specify:	
Type of Position: <input type="checkbox"/> NEW <input type="checkbox"/> REPLACEMENT		Name of Previous Incumbent	Desired Starting Date:	
Appointment Information I <input type="checkbox"/> Full-time <input type="checkbox"/> Term <input type="checkbox"/> Part-time <input type="checkbox"/> No stated limit <input type="checkbox"/> Classified <input type="checkbox"/> Temp: Until		Appointment Information II <input type="checkbox"/> M/C <input type="checkbox"/> RF <input type="checkbox"/> NTP <input type="checkbox"/> Classified	Requested Salary/Wage if more than six months \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Annual	
Hours of Work Start time: End Time:		Total Hours per Week	Shift	Days of Week
JCAHO <input type="checkbox"/> Patient Contact (works in a department where patients visit) <input type="checkbox"/> No Patient Contact <input type="checkbox"/> Regular Clinical Contact (employee is responsible for patient diagnosis or hands on treatment)				
Recruitment <input type="checkbox"/> Internal/External <input type="checkbox"/> Internal Only		Office of Diversity & Affirmative Action <input type="checkbox"/> Reclassification/Promotion Waiver <input type="checkbox"/> Waiver of Search or Posting	ODAA Approval	Date
To be interviewed by		Title	Phone	
Fax		Campus Address	Zip + 4	
REQUIRED QUALIFICATIONS: Indicate minimum education, training, work experience, etc., <u>required</u> for this position.				
Preferred Qualifications: Indicate the preferred education, training, work experience, etc.				
DESCRIPTION OF THE POSITON TO BE FILLED To help in recruiting for this position, describe fully the duties and responsibilities. Denote ESSENTIAL duties with an "E" and include estimated percentage of effort. Continue and attach separate pages(s) ONLY if additional space is required.				
FOR ALL POSITIONS: Please direct resumes/cover letters to:				
Name			Title	
Campus Address			Campus Zip + 4	
Contact Fax Number				
Signatures & Approvals				
Department Head		Date	AA/EEO Committee Chair	Date
VP/Provost/AD Approval		Date	Grant Management/Budget	Date

THIS SECTION IS FOR HRS, UH/HR, LISVH HR USE			
POSITION TITLE:		Position Title Code	Salary Grade
Line Number	Date 37 Approved in Class & Comp.	C&C Approver	Date Received in Recruiting
Approved Salary/Wage Range \$	<input type="checkbox"/> Hourly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Annual <input type="checkbox"/> Per Diem	Job Category <input type="checkbox"/> A] Faculty and Librarian positions <input type="checkbox"/> B] Administrative and Professional positions (excluding teaching and health care) <input type="checkbox"/> C] Secretarial and Clerical (including Administrative Assistant) <input type="checkbox"/> D] Health Service (to include LPN, RN, PA, Patient Care Specialist) <input type="checkbox"/> E] Research (professional) and Technical to include lab support positions	<input type="checkbox"/> F] Public Safety and Security <input type="checkbox"/> G] Construction, Maintenance and skilled trades <input type="checkbox"/> H] Service positions to include laborer, grounds, cleaner <input type="checkbox"/> I] Information Technology positions <input type="checkbox"/> J] Summer Employment and Summer Camp positions <input type="checkbox"/> K] Postdoctoral positions
	Approved to Recruit		
REVIEWER/APPROVER COMMENTS			

ETS Access:

The following are authorized to access ETS. Those having ETS access will receive e-mail notifications regarding receipt, approval and the Posting Reference Number Notice. Analysis notes are also accessible through the ETS system.

Name	E-mail Address (Only Lotus Notes Account Holders have access to the system. Access is through Notes and the Web.)
VP Coordinator:	
1.	
2.	
3.	
4.	

If you would like to permit applicants to submit resume/cover letter online through HRS' Online Resume System please complete the following:*

The following are authorized to access this database: (i.e.: hiring manager, search committee members, administrative employees assisting in the search coordination)

Name	E-mail Address (Only Lotus Notes Account holders have access to the system. Access is through Notes and the Web.)
VP Coordinator:	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

*** HRS Online Resumes System:**

The Online Resume System, when activated will allow applicants to apply for your posting online. The database organizes the information and provides job level security for each search that is conducted.

Recommended Access Groups/Individuals:

- All Search Committee Members
- Hiring Manager
- Administrative Support Individual to the Search.
- The Online Resume System (ORS) sends an approved electronic Acknowledgement Letter to each applicant that applies online through the system. The search committee/department does not need to send this letter for those that apply through the Online Resume System.
- Each applicant completes the Voluntary Affirmative Action Information Survey (VAAIS). The search committee/department does not need to send the VAAIS to those that apply through the Online Resume System.
- All resumes are screened for viruses.
- Individual e-mail accounts are not cluttered with resumes/cover letters.
- Two easy ways to access the system (must have a Lotus Notes account for both options)
 1. Through your Lotus Notes workspace.
 2. Through the Internet via HRS' web page.

For more information go to www.stonybrook.edu/hrs/recruiting and click on Online Resume System or call Human Resource Services - Recruiting & Employment Services at 632-1757 or 632-1129.