

PART TIME

REQUEST TO HIRE

**CHECK ONE:**

REQUESTING NEW POSITION  REPLACEMENT POSITION

IF THIS IS A REPLACEMENT, WHO WAS THE PRIOR INCUMBENT?

**TYPE OF POSITION (check one):**

Classified (CSEA, PEF)  Professional

SUBMITTED BY:

ACCOUNT NUMBER TO BE CHARGED:

DEPARTMENT:

DIVISION:

SUPERVISOR OF POSITION:

**POSITION INFORMATION**

BUDGET TITLE (IF KNOWN):

LOCAL TITLE:

GRADE (IF KNOWN):

NUMBER OF HOURS PER WEEK:

SALARY (COMPLETE ONE):      /HOUR OR      /YEAR

ANTICIPATED START DATE:

ANTICIPATED DURATION (I.E. ONE YEAR, SIX WEEKS, ETC.):

JOB DESCRIPTION:

JUSTIFICATION FOR THE POSITION:

QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

ARE YOU REQUESTING THE POSITION TO BE SEARCHED?:

IF THE POSITION IS NOT TO BE SEARCHED, ATTACH THE RESUME OF THE INDIVIDUAL BEING NOMINATED FOR APPOINTMENT.

**PLEASE ANSWER THE QUESTIONS BELOW IF POSITION IS BEING SEARCHED**:

OPENING DATE FOR RECEIPT OF APPLICATIONS:

CLOSING DATE FOR RECEIPT OF APPLICATIONS:

Search Committee Members: The search committee should be comprised of 3 to 7 members (5 recommended). This committee should have diverse representation.

Chairperson:       Telephone Ext.:

|  |  |
| --- | --- |
| **Members** | **Department** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

All positions will be advertised on Farmingdale.edu and higheredjobs.com. If you wish to advertise using additional sources, please indicate which sources, with justification, below:

Core Questions to be used for posting on Interview Exchange

(see sample questions below):

**COMPLETE UP TO 10 QUESTIONS – THESE WILL BE USED ANSWERED BY THE APPLICANTS**

**ASSIGN A WEIGHTED PERCENT TO EACH QUESTION – TOTAL OF ALL MUST EQUAL 100%**

|  |  |  |
| --- | --- | --- |
| Question | Required or Preferred? | Weighted Percent |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Sample Questions**  **Below are examples of sample questions.** | Required or Preferred? | Weighted Percent |
| 1. Do you have a Bachelor’s Degree in Chemistry |  | 20 |
| 2. Do you a Doctoral Degree in Chemistry |  | 20 |
| 3. Do you have 3 years experience teaching at the college level? |  | 30 |
| 4. Do you have specialization in Organic Chemistry? |  | 10 |
| 5. Do you have experience working in a research facility? |  | 10 |
| 6. Do you have a demonstrated record of scholarship? |  | 10 |
|  |  |  |
|  |  |  |
|  |  |  |