

**REQUEST TO HIRE**

SUBMITTED BY:       DIVISION:

DEPARTMENT:

**CHECK ONE:**

**[ ]  REQUESTING NEW POSITION** [ ]  **REPLACEMENT POSITION**

(Justification description must be Prior Incumbent?

attached prior to proceeding)

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

[ ]  **Classified (CSEA, PEF, POLICE)** [ ]  **Professional**  [ ]  **Faculty**

**CHECK ONE: [ ]  FULL TIME** [ ]  **PART TIME**

**Complete the following questions for part time positions**

ACCT NO. TO BE CHARGED:

NUMBER OF HOURS PER WEEK:

ANTICIPATED DURATION:

(i.e. One Year, Six Weeks, etc.)

* ***All full time positions must be searched***
* ***All competitive classified positions, full and part time, must be searched & appointed from an official civil service list.***
* ***If the Part Time Professional Position is not to be searched, attach the resume of the individual being nominated for appointment.***

**POSITION INFORMATION:**

LINE NUMBER:       GRADE (IF KNOWN):

BUDGET TITLE (IF KNOWN):       ANTICIPATED START DATE

LOCAL TITLE:       SUPERVISOR OF POSITION:

JOB DESCRIPTION:

REQUIRED QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

SALARY or SALARY RANGE:      /HOUR

(COMPLETE ONE)      /YEAR

     /CONTRACT AMOUNT

[ ]  DETERMINED BY CIVIL SERVICE

**CLASSIFIED POSITIONS STOP HERE**

**POSTING INFORMATION:**

IS THIS AN INTERNAL SEARCH ONLY?

OPENING DATE FOR RECEIPT OF APPLICATIONS:

CLOSING DATE FOR RECEIPT OF APPLICATIONS:

SALARY TO BE POSTED:       (this is what the candidate will see on our website. “As per Civil Service” will be posted for all classified positions.)

**Search Committee Members** (*For Faculty and Professional Searches*): The search committee should be comprised of 3 to 7 members. This committee should have diverse representation.

Chairperson:       Telephone Ext.:

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| **Members** | **Department** |
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All faculty and professional positions will be advertised on Farmingdale.edu and higheredjobs.com. If you wish to advertise using additional sites, please indicate 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 (Must be a yes or no question) | Required or Preferred? | Weighted Percent |
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| **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 |