

Staff Job Announcement Request Form

Main point of contact for questions/correspondence related to job search:

Name: _____ User ID: _____ Phone: _____

Job Code: HR 88

Working Title (if different from official job title):

College or Administrative Unit:

Appointment type

Standing

Fixed-Term

Accept applicant materials on-line for this position?

Yes No (Job outsourced to a search firm would select “no” and provide notes in text)

Keep this job on the Penn State job listing website until filled?

Yes No (If not, please enter Announcement End Date below)

Number
of Jobs

* Announcement
Start Date

Announcement
End Date

*If posting date is a future date, not ASAP

Department:

Campus Location:

Web Address:

Present/Former Incumbent:

Fixed Term Statement (if applicable):

Grant EJMS Access To: (User ID's only. Use a ; to separate User ID's)

***Position Announcement:**

Advertising Information (To be completed ONLY if requesting external advertising) *required fields

***Ad Type**

Web

Print In-Column

Print Display

***Where to Advertise:**

Job Title for Ad:

***Ad Copy:**

Budget Information

*** Budget Number:**

*** Fund Number:**

*** Fund Name:**

Project/Task Number:

*** Financial Officer:**

Cost Center Number:

Special Instructions:

Please save a copy of this form and email as an attachment to your Human Resources Consultant.