

RECRUITMENT AD REQUEST

UAF HR Requisition # _____ *(completed by UAF HR Staff Only)*

Department PCN _____

UAF CALL # _____

RECRUITING DEPARTMENT:

Complete and return to UAF Human Resources with recruitment ad (FAX – 474-5859)

Date: _____

Department Contact Person: _____

Department: _____

Phone Number: _____

Account Number: _____

Position Advertised: _____

AD TO RUN THE FOLLOWING DATES (Wednesdays and Sundays only):

Other Comments:

Department Approval:

TO BE COMPLETED BY UAF HUMAN RESOURCES:

Department's Cost: _____

TOTAL: _____

UAF Human Resources

Date to News Miner

UAF Human Resources
Phone: 474-6955 ~ Fax: 474-5859

TO PLACE AN AD:
Wednesday Paper - Preceding Friday 1:00 pm
Sunday Paper - Preceding Wednesday 1:00 pm

TO CANCEL AN AD:
Wednesday Paper - Preceding Monday 2:00 pm
Sunday Paper - Preceding Thursday 2:00 pm