

## REQUEST FOR ADVERTISING APPROVAL

We are recruiting for the position of \_\_\_\_\_.

Department PCN \_\_\_\_\_

Requisition # \_\_\_\_\_ (*completed by UAF HR Staff Only*).

We request approval to:

\_\_\_\_\_ Extend internal recruitment for \_\_\_\_\_  
(days/weeks)

\_\_\_\_\_ Waive five (5) day internal recruitment (Justification memo attached)

\_\_\_\_\_ Recruit internal and external for \_\_\_\_\_  
(days/weeks)

\_\_\_\_\_ Close internal recruitment/recruit externally.

\_\_\_\_\_ Recruit externally via Media Advertisement. Synopsis attached for review and approval.

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Hiring Authority: \_\_\_\_\_

Date: \_\_\_\_\_

Affirmative Action Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Campus Diversity & Compliance faxed to UAF Human Resources \_\_\_\_\_  
Date