

Steps to Advertise a Vacant Position

1. Complete Request to Advertise Form and appropriate Position Description (PD). If PD is more than three (3) years old, it will need to be updated. If establishing a new position, complete the Request for Classification Action Form and attach with previously mentioned documents.
2. Route documents through the appropriate approval channels. This includes the President/Provost/Vice-President, Dean and/or Department Head, Title III, Sponsored Programs, Budget Office, and the Office of Human Resources.
 - A. Academic Affairs positions funded by contracts and/or grants, the Request to Advertise Form and updated PD must be submitted to Sponsored Programs for funding verification. These documents are scanned into the ImageNow System and routed to the Provost Office Queue for review and approval. Education and General (E&G) or Auxiliary (AUX) funded positions, are submitted directly to the Provost Office Queue for approval. The Provost Office scans the documents into the ImageNow System and forwards to the Budget Office Queue for funding verification. The Budget Office forwards the approved ImageNow documents to the Human Resources Classification and Recruitment Queue for review and posting.
 - B. Divisions that do not have a scanner should forward the Request to Advertise Form and updated PD to Human Resources for review. Human Resources will then review and scan approved documents to the Budget Office Queue for funding verification. Once funds have been verified, the Budget Office will forward approved documents back to the Human Resources Classification and Recruitment Queue for review and posting.
3. The Office of Human Resources will prepare documents for posting on the iRattler System and HigherEdJobs.com websites. Positions must be advertised for a minimum of seven (7) calendar days. The official working title must be used in the advertisement; however, if the department seeks to include a working title, please contact the Employment Section with Human Resources prior to completing any paperwork. The hiring department will be responsible for placing advertisements for position vacancies in newspapers, trade magazines, periodicals and other media sources. However, the content of all advertisements shall be reviewed for compliance with applicable University requirements prior to the advertisement appearing in any media sources by the Office of Human Resources.

Forms can be accessed on our HR webpage by clicking the below link:

<http://www.famu.edu/index.cfm?hr&Forms>