

**Northeastern State University**  
**REQUEST TO FILL VACANT POSITION**

Department \_\_\_\_\_ Requested by \_\_\_\_\_

Vacant Position \_\_\_\_\_ Position Number \_\_\_\_\_

**Budgeting:**

- Currently budgeted
- Reallocation of budget/position changed due to reorganization of duties
- New position for department

**Vacancy Information:**

Reason for vacancy: \_\_\_\_\_

If replacement, EE previously in position: \_\_\_\_\_

Date of vacancy: \_\_\_\_\_

Anticipated annual salary \_\_\_\_\_

**Justification to fill:**

1. Describe the responsibilities/essential functions (purpose) of this position or attach current job description.
  
  
  
  
  
  
  
  
  
  
2. Can the essential functions be completed in less than 40 hours weekly? In other words, can the position be changed from full-time to lesser hours/benefits?     Yes     No

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**APPROVALS (sign and date):**

- Approved to fill at this time
- Approved to fill at later date:  
\_\_\_\_\_
- Position is placed on indefinite hold

\_\_\_\_\_  
Account Sponsor

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Human Resources

Travel approved for out-of-town candidates?     Y     N    \_\_\_\_\_ (VP initial to authorize)

**Request to Advertise?**     No     Yes

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

Application Deadline: \_\_\_\_\_

**HR:**

- Local publication \_\_\_\_\_
- NSU Website
- HigherEdJobs.com

**Department's Expense:**

- Other publication (specify): \_\_\_\_\_
- Professional Website (specify): \_\_\_\_\_