

Ref # _____

**BLUE RIDGE COMMUNITY & TECHNICAL COLLEGE
PERMISSION TO RECRUIT**

The following information must be completed and the form signed by the appropriate officers before any recruitment can be done at Blue Ridge Community & Technical College for a full or part-time position.
(ALL FORMS MUST BE TYPED)

Position (State) Title: _____ Pay Grade: _____

Organizational Unit: _____

Date requested for beginning employment: _____

Recommended salary range: _____

Schedule (months per year: _____ Hours per week: _____

Calendar dates of work year (if less than 12 months): _____

This position is a replacement for _____

Source of funding for this position: Org: _____ Fund: _____

___ *Classified* ___ *Non-Classified* ___ *Faculty* ___ *Adjunct*

Plans for advertising & text of ad to include minimum qualifications: (Please attach ad copy)

List specific strategies to be used to recruit minorities and the handicapped:

Number of candidates to be interviewed: _____

Source of compensation to cover recruitment expenses: _____

APPROVAL (Signature & Date)

Executive Staff Member *Date*

Director of Human Resources *Date*

President *Date*

After all signatures have been secured, this form is to be sent to the Office of Human Resources for final composition of and submission of ad for publication.