

Permission to Search Form (non-faculty)

Department: _____ Internal Job Title: _____

Desired Start Date: _____ Supervisor Name: _____

_____% Account Dept: _____ Fund: _____ Class: _____

_____% Account Dept.: _____ Fund: _____ Class: _____

Time Code: _____

Targeted Salary Range \$ _____ to \$ _____ Advertising Budget: _____

Select one of the following:

FTE: _____ Hours per week: _____

Temp/Non-Exempt: Est. hours per week: _____ Rate per hour: _____ No. of weeks: _____

Temp/Exempt: _____ Hours per week: _____

Position description must be attached.

Person being replaced: _____ Salary: _____ Date of separation: _____

Replacement *(same classification with few modifications to position description)*

Repurpose position *Nature of repurposed position* _____

New Position

Funding approved in previous budget cycle

New funding: Source _____

Form submitted by: _____ **Date:** _____

Classified Employees (HR to complete)

Job classification and salary range based upon salary administration review

Band: _____ Min: \$ _____ Mid: \$ _____ Max: \$ _____

Classification: _____ Position #: _____

Advertised Rate: \$ _____

Search Approval

Approver	Signature	Date
Budget Mgr.		
Division Head/Vice Chancellor/ Senior Vice Chancellor		
Chancellor/ Designee (Required for full-time only)		