



# WHITMAN COLLEGE

## POSITION INFORMATION FORM

Position Title: \_\_\_\_\_ Position Code: \_\_\_\_\_

Previous Incumbent Name: \_\_\_\_\_

Advertisement Start Date: \_\_\_\_\_ Date application review begins: \_\_\_\_\_

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

Salary Range: \_\_\_\_\_ GL #: \_\_\_\_\_

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

**FLSA (check one)**

**Pay class (check one)**

Exempt

Salary

Professional nonexempt

Hourly

Nonexempt

FTE \_\_\_\_\_ Hrs/yr \_\_\_\_\_ Mos/Yr  12 mos  10 mos  9 mos Hrs/wk \_\_\_\_\_

**Please acknowledge that you have reviewed the recruitment budget guidelines.**

I have reviewed the [Budgetary Guidelines for Staff Searches](#) and will direct any questions I have to Human Resources.

**Where would you like to post the position?** (HR will price out the cost of these publications and work with the hiring manager to most effectively use the recruiting budget to advertise the position.)

Chronicle of Higher Education  HigherEdJobs.com  Union-Bulletin

Work Source  HigherEdJobs.com diversity targeted listserv  Diverse Issues in Higher Education

Other

\_\_\_\_\_  
\_\_\_\_\_