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**Request for Internal Job Posting**

In rare instances, departments may request to recruit for a vacant position internally. Please complete the information below and submit the completed form to Human Resources, Employment Services for consideration of approval. All requests will be subject to review and approval by Human Resources and the Office of Affirmative Action & Equal Employment Opportunity.

Circumstances that warrant an internal search include: 1) knowledge/skills/abilities specific to Auburn University, and 2) availability of a sufficiently qualified internal talent pool including consideration of the University’s Affirmative Action obligations and specific goals.

**Requestor**

Requestor Name:

Date:

Department Name:

**Position Information**

Job Title:

Position Number:

New Position: Yes  No

**Justification for Request**

Please enter specifics related to the justification to consider an internal job posting. *Please note that external job postings do not preclude current employees of Auburn University from applying to an external job posting.*

1. Unique knowledge/skills/abilities specific to Auburn University –

1. Availability of a sufficiently qualified internal talent pool –

1. Other –

**Signatures**

**Supervisor:**

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Print Name Signature Date

**Human Resources Liaison:**

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Print Name Signature Date

**Department Head/Chair or Director:**

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Print Name Signature Date

**Human Resources Department:**

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Print Name Signature Date

**Affirmative Action/Equal Employment Opportunity:**

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Print Name Signature Date

**Auburn University is an EEO/Vet/Disability Employer**