



## 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**

**2. Availability of a sufficiently qualified internal talent pool**

**3. Other**

## Signatures

Support

Do Not Support

### Supervisor

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Human Resources Liaison

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Department Head/Chair or Director

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Human Resources Department

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Affirmative Action/Equal Employment Opportunity:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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