

Facilities Human Resources Satellite Office

REQUEST TO ADVERTISE FORM

The purpose of this form is to streamline recruitment requests in Facilities and Planning, Design and Construction (PDC) Departments.
By filling out this form, you confirm that you are ready to begin the recruitment cycle and have received approval from your Department Director or the Facilities AVP.
Your department will be updated once this position is posted on jobs.fsu.edu, and qualified applicants will be emailed to your Department Administrative Representative approximately 1-2 business days after the advertisement closes. Departments may re-advertise positions by contacting a Facilities HR Recruiter.
Please return completed to fac-recruiting@fsu.edu.

| Department Recruiting Information | | University Job Posting Requirements | |
|---|---------------------------------------|--|--|
| Department ID | | Has the PD been updated in last 3 years? | YES NO (If No, please submit an update request to FHR) |
| Position Name | | Interview Committee Names: | |
| Position Number | | Duration of Posting (7 Day Minimum) | |
| Supervisor's Name | | Work Schedule/Shift | |
| Multiple Vacancies | NO YES (Provide all position numbers) | Lunch Break Duration | |
| Do you require External Advertisement? (Add'l Cost) | NO YES (list all publications below) | | |

Multiple Vacancies (If you are requesting to fill multiple similar positions) List all position numbers:

External Advertisement (For requests in addition to FSU's services, please list all publications. A quote will be provided for approval):

Preferred Qualifications (if applicable):

Additional Information:

A Quick Overview of the Facilities HR Satellite Office Recruitment Cycle



Legend: FHR Department

Requestor's Name & Signature

Date

Department Director or Delegate's Name and Signature

Date