

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

HUMAN RESOURCE SERVICES – STAFFING AND COMPENSATION SERVICES DIVISION RECRUITMENT ACTION REQUEST (RAR) For Regular Graded and Ungraded Positions

Requisition Number _____

NOTE: Approval from the Office of Equal Employment Opportunity (EEO) is required for posting a position that is currently vacant as a result of the previous incumbent's application for University long term disability benefits or the approval of such an application. Do not complete this form if the position is vacant for either of these reasons unless EEO has authorized the posting. For further guidance, contact the EEO Office at (202) 994-9656 (Voice) or 9650 (TDD).

This position is vacant for one of the following:

- for reasons unrelated to an application for University long term disability benefits or to the approval of such an application; or Yes ☐
- for reasons related to an application for University long term disability benefits or to the approval of such an application and the EEO Office has authorized the posting.

Is the position ungraded? Yes ☐ No ☐

If this position is ungraded, has a Recruitment Plan package been approved by the Office of Equal Employment Opportunity (EEO)? Yes ☐ No ☐

Home Department Title _____

Home Department Banner Index _____

Position Number _____ Position Title _____

Vacancy Date _____ Employee Being Replaced _____ SSN _____

If New Position – PAR # _____ Effective Date _____

Part Time ☐ Full Time ☐

Shift: (Please check appropriate shift and indicate required hours)

☐ Day Hours _____ ☐ Evening Hours _____ ☐ Night Hours _____ ☐ Weekend ☐ Rotating

Campus Address of Position: _____

Specific Job Requirement:

Send Resumes To: _____ Campus Mail

Ext. _____ Fax _____ Email * _____@gwu.edu

Primary and Secondary Interviewers:

Primary 1. _____ Ext. _____ Fax _____ Email _____

Secondary 2. _____ Ext. _____ Fax _____ Email _____

* NOTE: A link will be sent to this email address for each resume submitted via the on-line Staff Employment Opportunities Listing resume submission process.

Authorizing Signatures:

Submitted By: _____ Date: _____

Authorizing Official: _____ Date: _____

Budget: _____ Date: _____