

# 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: \_\_\_\_\_