



**Morehead State University
REQUEST TO FILL AN ADDITIONAL
POSITION FROM AN EXISTING SEARCH POOL**

This request should be completed when you desire to fill an addition position from an existing search pool, created as a result of recruiting for an earlier vacancy. Because the original search provided authorization to advertise and fill a specific vacancy, this new request is necessary to secure approval to fill an additional vacancy from that same pool of applicants. After securing the necessary approvals indicated below, a PAR may be processed in PeopleAdmin to recommend a specific candidate for hire. This form simply provides authorization to fill from an existing pool, and is not intended to recommend a specific person for hire. Upon PAR approval, an offer of employment may be made. Please note this request can only be made when the additional position you wish to fill possesses the same job title and description used in the original job search. Screening must be based on the same criteria listed in the job announcement.

REQUEST INFORMATION

Department/Office _____

College/Unit _____

Position Title _____

Person Being Replaced _____

Title of Position Already Posted _____

Are Responsibilities & Qualifications the Same for this Vacancy? Yes No

Job Posting # from which you are requesting to fill this vacancy? _____

Position Rate/Salary (Entry level rate/salary if classified or amount anticipated if not classified.) _____

Fund Source (Roster I.D.#, Grant, etc.) _____

REQUEST APPROVALS (Signature indicates approval)

Signature

Phone Number

Date

Department Chair or Supervisor _____

Dean/Director/AVP _____

Vice President/Provost _____

Chief Diversity Officer _____

Human Resources Representative _____

Budget Representative _____

President _____

Revised

7/22/2013

*After all approvals, form should be delivered to the Office of Human Resources (301 Howell-McDowell Administration Building).