



## Sample Job Posting Form

Position Open (title): \_\_\_\_\_ Date: \_\_\_\_\_

Grade/Level: \_\_\_\_\_

Reason for Opening (check one):  New position  Replacement

If new position, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

Educational Experience Required: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Salary (weekly/monthly/etc.): \_\_\_\_\_

Approved by: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Manager: \_\_\_\_\_

HR Manager: \_\_\_\_\_