



REQUEST FOR APPROVAL OF RELOCATION BENEFITS

GUIDELINES:

1. Complete document and submit request to HR Specialist, Organizational Design
2. HR Specialist will make recommendation to EDHR
3. Upon approval, HR Specialist will provide copies to:
 - a. Originator
 - b. Executive Director of Human Resources
 - c. File Copy (Organizational Design Office)
4. Approval is based on eligibility of the position.

REQUEST – POSITION DETAILS:

Title:			Location:
Perm/Temp:	Full/Part time:	Contract Training:	Hard to Fill – provide details:
Faculty _____ Support _____	Management _____ NUNM _____		Number of times advertised: Internal _____ External _____
Reason for Vacancy:			Additional advertising details:
Current Location of Candidate: No1: _____ No 2: _____ No 3: _____			
Signature – Recruiter:			Date:
Signature – HR Specialist, Organizational Design			Date:
Comments/Limitations:			
Date Offered – First Candidate:			Date Accepted:
Date Offered – Second Candidate:			Date Accepted:
Date Offered – Third Candidate:			Date Accepted:
Signature – Executive Director of HR			Date: