



AUBURN UNIVERSITY

Human Resources

Request for Internal Job Posting

In rare instances, departments may request to recruit for a vacant position internally. Please complete the information below and submit the completed form to Human Resources, Employment Services, for consideration of approval. All requests will be subject to review and approval by Human Resources and the Office of Equal Opportunity Compliance.

Circumstances that warrant an internal search include: 1) knowledge/skills/abilities specific to Auburn University, and 2) availability of a sufficiently qualified internal talent pool.

Requestor:

Requestor Name: _____

Date: _____

Department Name: _____

Position Information:

Job Title: _____

Position Number: _____

New Position: Yes No

Justification for Request:

Please enter specifics related to the justification to consider an internal job posting. *Please note that external job postings do not preclude current employees of Auburn University from applying to an external job posting.*

1. Unique knowledge/skills/abilities specific to Auburn University

2. Availability of a sufficiently qualified internal talent pool

3. Other

Signatures:

Support

Do Not Support

☐☐

Supervisor

Print Name

Signature

Date

Human Resource Liaison

☐☐

Print Name

Signature

Date

Department Head/Chair or Director

☐☐

Print Name

Signature

Date

Human Resources Department

☐☐

Print Name

Signature

Date

Equal Opportunity Compliance

☐☐

Print Name

Signature

Date

Auburn University is an EEO/Vet/Disability Employer