

**CENTENARY COLLEGE OF LOUISIANA**  
**REQUEST FOR SEARCH**  
 Current Job Description Attached

POSITION: \_\_\_\_\_

DATE POSTED: \_\_\_\_\_ DATE SUCCESSFUL SEARCH CLOSED: \_\_\_\_\_

\_\_\_\_ New Position    \_\_\_\_ Vacant Position    Vacated By: \_\_\_\_\_

Salary: \_\_\_\_\_ Payroll (i.e. monthly, biweekly): \_\_\_\_\_ Date Position Approved: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_ Scheduled Search Completed by Date: \_\_\_\_\_

Note: The scheduled search completed by date cannot exceed 5 months past the date of the original public posting (including internet posting).

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<b>SELECT A CLASSIFICATION: (CHECK ONE IN EACH COLUMN)</b>		
COLUMN 1	COLUMN 2	COLUMN 3
____ Faculty (Exempt)	____ Full time	____ Benefits
____ Support Staff (Non-Exempt)	____ Part time	____ No Benefits
____ Administrative (Exempt)	____ Temporary	____ Partial Benefits
____ Student Employee (Non-Exempt)	____ Adjunct	

<b>COMPLETE INFORMATION FOR DAYS AND HOURS TO WORK</b>
Scheduled days to work: _____ Scheduled hours to work (per day): _____

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**INTERNAL SEARCH ANNOUNCEMENT (POSTED IN PUBLIC AREAS ON CAMPUS):**

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**EXTERNAL SEARCH ANNOUNCEMENT (WEBSITE, NEWSPAPERS, ONLINE, PUBLICATIONS):**

Date: \_\_\_\_\_ Type: \_\_\_\_\_ End Date: \_\_\_\_\_

Date: \_\_\_\_\_ Type: \_\_\_\_\_ End Date: \_\_\_\_\_

**GENERAL COMMENTS/NOTES:**

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Immediate Supervisor

\_\_\_\_\_ Date: \_\_\_\_\_  
 Executive Staff Member of the Department

\_\_\_\_\_ Date: \_\_\_\_\_  
 William H. Ballard,  
 Vice President for Finance and Administration

\_\_\_\_\_ Date: \_\_\_\_\_  
 B. David Rowe, President