

**CENTENARY COLLEGE OF LOUISIANA  
REQUEST FOR SEARCH**

CUPA INFO Position # \_\_\_\_\_ Comparative CUPA Title if applicable \_\_\_\_\_

Low: \_\_\_\_\_ Mid: \_\_\_\_\_ High: \_\_\_\_\_

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

LIST POSITION BEING ELIMINATED IF APPLICABLE: \_\_\_\_\_

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

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| <b>SELECT A CLASSIFICATION: (CHECK ALL THAT APPLY IN EACH COLUMN)</b> |                 |                        |                        |
|---|-----------------|------------------------|------------------------|
| COLUMN 1  | COLUMN 2        | COLUMN 3               | COLUMN 4               |
| _____ Faculty (Exempt)  | _____ Full time | _____ Benefits         | _____ Biweekly Payroll |
| _____ Support Staff (Non-Exempt)                                      | _____ Part time | _____ No Benefits      | _____ Monthly Payroll  |
| _____ 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 ON CENTENARY WEBSITE AND PUBLIC AREAS ON CAMPUS):**  
(please list the method of announcement to be used)

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

**EXTERNAL SEARCH ANNOUNCEMENT (LIST WEBSITE, NEWSPAPERS, ONLINE, PUBLICATIONS TO POST JOB):**

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

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

**NAME OF PERSON OR PERSONS TO RECEIVE INFORMATION FROM APPLICANTS:**

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

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

\_\_\_\_\_ Date \_\_\_\_\_  
Cabinet Member for Department

\_\_\_\_\_ Date \_\_\_\_\_  
Robert Blue, VP for Finance & Administration

\_\_\_\_\_ Date \_\_\_\_\_  
Dr. Christopher L. Holoman, President

**TO BE COMPLETED BY HR**

DATE POSTED: \_\_\_\_\_

DATE SEARCH CLOSED: \_\_\_\_\_