|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | |  | | | **Requested by:** | | |  | | |
| **Position Being Filled:** | | | | |  | | | | | |
| **Site:** | | | | |  | | | | | |
| **Employment Status:** | | | | | Full Time  Part Time | | | | | |
| **Rate of Pay: (enter dollar amount)** | | | | | $ | | | | | |
| **# of Weeks Per Year:** | | | | |  | | | | | |
| **# of Hours Per Week:** | | | | |  | | | | | |
| **Hiring Manager 1:** | | | | |  | | | | | |
| **Hiring Manager 2:** | | | | |  | | | | | |
| **Please attach appropriate job description from Sharepoint: Human Resources\Human Resources\Job Descriptions** | | | | | | | | | | |
| **Please indicate all locations for job posting to appear:** | | | | | | | | | | |
|  | **NMCAA WEBSITE** | | | | |  | **UKG** | | | |
|  | **EMAILED INTERNALLY TO ALL STAFF** | | | | |  | **INDEED** | | | |
|  | **MICHIGAN TALENT BANK** | | | | |  | [**MID MICHIGAN COLLEGE CAREER CENTER**](https://form.jotform.com/80433655574158?_ga=2.20059320.189317929.1683560529-2073275887.1682704831) | | | |
|  | **NEWSPAPER (indicate names below)** | | | | |  | [**JOBS4ED**](https://home.edweb.net/jobs4ed/) **(CFD only)** | | | |
|  | [**ECLKC**](https://eclkc.ohs.acf.hhs.gov/form/job-center-2-0-posting) **(CFD only)** | | | | |  | [**NORTHWEST ED COMMUNITY JOB POSTING FORM**](https://forms.gle/eTa6Lv6LvuRvyCCA9) | | | |
|  | **HANDSHAKE** | | | | |  |  | | | |
| Newspaper(s) to post ad: | | | |  | | | | | | |
| Publish Date(s): | | |  | | | Open Posting **or**   Respond By: | | |  | |
| Resumes sent to (in addition to UKG): | | | | |  | | | | | N/A |
| ***\*\*\* Program Support will CC you when ads are sent to the newspaper. Please review carefully.*** | | | | | | | | | | |
| Additional Notes: Please share as much information as possible. | | | | | | | | | | |

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| **Please send completed forms to the following:**  Sandy VanOchten  Email: [svanochten@nmcaa.net](mailto:svanochten@nmcaa.net)  Fax: 231.922.0595  PH: 231.346.2135 |