|  |  |  |  |
| --- | --- | --- | --- |
| **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 VanOchtenEmail: svanochten@nmcaa.netFax: 231.922.0595PH: 231.346.2135 |