

REQUEST TO ADVERTISE FOR AN EMPLOYEE
 Complete the following form and send it to the Human Resources Office by Email.

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DEPARTMENT OR DIVISION	JOB TITLE	HIRING MANAGER	DATE
<hr/>	<hr/>	<hr/>	<hr/>
SALARY OR HOURLY RATE	DATE NEEDED	HR APPROVAL	DATE

Create an "ANNOUNCEMENT OF POSITION VACANCY"
If you haven't already received one, request HR to send you a sample

In the Position Announcement we will need to know:

Description: _____
 (Full or Part-time; primary responsibilities; any special duties)

Qualifications: _____
 (Degrees required and preferred; years of experience; personal characteristics; any other important qualifications.)

Closing Date: _____ (Last day you will accept applications and resumes, or "until filled.")

Starting Date: _____

Applicants should submit the following: (please indicate) ___cover letter; ___resume; ___ABAC application; ___proof of degree or ___ transcripts; ___ copies of certifications; ___ references (names, addresses, phone numbers or email addresses of three professional references); ___ other, _____.

Publications for Advertising: _____

Date(s) for Advertising: _____

Pricing estimates on the SAMPLE ad below:	One Sunday	Two Sundays
South Ga. Media (Tifton only)	\$400	\$600 (includes 7 days Monster.com)
South Ga. Media (Valdosta only)		700 "
South Ga. Media (Tifton & Valdosta)		800 "
South Ga. Media (all papers)	600	1200 "
Albany Herald	750	
Tallahassee Democrat	800	1200
CareerBuilder.com		419
Chronicle On-line		260 (30 days)
Monster.com (Southwest Ga.)		325

SAMPLE AD FOR PAPERS
 Abraham Baldwin
 AGRICULTURAL COLLEGE
A State College of the University System of Georgia

JOB TITLE
 Minimum degree required and/or preferred
 Years experience required
 Minimum salary
 Application Deadline

A full job posting is located on our website.

To apply send a resume, cover letter, ABAC application, unofficial college transcripts and the names, addresses, and telephone numbers of three professional references to:

Office of Human Resources
Abraham Baldwin Agricultural College
ABAC 33, 2802 Moore Hwy., Tifton, GA 31793-2601
Phone: 229-391-4890; Fax: 229-391-4891, Email: hr@abac.edu
 For more information see our website: <http://www.abac.edu/hr/employ>

AAEEO

*Background checks are performed on all applicants interviewed.
 Offers of employment are contingent upon the results of the background check.*