RECRUITING INFORMATION
FOR REGULAR OR POST DOCTORAL POSITION

Request date: MM/DD/YYYY   **PI Name:**   LAST NAME, FIRST NAME

Position working title: Click here to enter text.   **Department:** Click here to enter text.

Date Position is Available: MM/DD/YYYY   **Close Date for Ad:** Click here to enter text.

New or Current Position? YES/NO   **Salary Range for Position: $** __.____ -__.___

Position Vacated by: LAST NAME, FIRST NAME **D**   ate Position Vacated:** MM/DD/YYYY

Project Number for Ad: Click to enter text.   **Project Number(s) for 108:** Click to enter text.

Project Number(s) Background check: Click to enter text.

Advertisement text:

Placement of Advertisement - ***All ads must be posted a minimum of 10 business days and maximum of 90 days on ODU Research Foundation website and placed with Virginia Employment Commission***. List other places to advertise (*PI responsible for costs*):

Send Resumes/Applications to (email address): https://hera.odurf.odu.edu/careers/
(ODU Research Foundation will forward resumes and applications to the above contact via email).

Effective July 1, 2018 the Research Foundation has implemented the university policy regarding the completion of criminal background checks for regular employees. The current rate for this screening is $34.24. The PI and GCA approval of the recruitment form position budget includes advertisement cost(s), background cost(s) and salary.
- -
Research Foundation Use ONLY

Payroll Title: Click here to enter text.   Job ID: Click here to enter text. Band: _____

Foreign National Restrictions (Y/N) YES/NO

GCA: Click here to enter text.   *HR:* Click here to enter text.