SUMMARY OF VACANCY

Position: \_\_     \_\_ Date Submitted: \_\_     \_\_

**Individual being recommended: \_**     **\_\_**

**Replacing: \_****\_ Effective Date: \_\_****\_\_**

Reason for Vacancy: \_\_     \_ New Position \_     \_ Resignation

\_     \_ Transfer \_     \_ Leave \_     \_ Other (describe)

Priority qualifications for applicants (rank order):

1. \_\_\_\_     \_\_\_\_\_
2. \_\_\_\_     \_\_\_\_\_
3. \_\_\_\_     \_\_\_\_\_
4. \_\_\_\_     \_\_\_\_\_
5. \_\_\_\_     \_\_\_\_\_

Vacancy Type: \_     \_ Regular \_     \_ Temporary

\_     \_ Full Time \_     \_ Full Time

\_     \_ Part Time \_     \_ Part Time

Applicants Interviewed: Applicants Interviewed:

\_\_     \_\_\_\_ \_\_\_     \_\_\_\_

\_\_     \_\_\_\_ \_\_\_     \_\_\_\_

\_\_     \_\_\_\_ \_\_\_     \_\_\_\_

REQUESTING SUPERVISOR: \_\_\_     \_\_\_

**Candidate Background:**