

Human Resources  
Scranton, Pa 18510-4679  
(570) 941-7767

REQUEST FOR CANDIDATE SEARCH  
ADMINISTRATIVE/PROFESSIONAL  
STAFF POSITIONS

**Please Print or Type**

Department: \_\_\_\_\_

Title of Position: \_\_\_\_\_

The position description is:   ( )   new (or revised) and attached  
  ( )   continued as previously written  
  ( )   enclosed

Salary: Approved at minimum of \$ \_\_\_\_\_, maximum of \$ \_\_\_\_\_ or \_\_\_\_\_

Date position begins: \_\_\_\_\_

Advertising sources preferred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application deadline: \_\_\_\_\_

Screening will be done by (department or persons): \_\_\_\_\_

Screening will be completed by (date): \_\_\_\_\_

**Please note that letters sent by Human Resources to all applicants will inform them that if they are not contacted within 7 days of this date, they are no longer being considered for this position.**

Interview arrangements with candidates will be the responsibility of \_\_\_\_\_

Candidate selection will be by \_\_\_\_\_

Rejection letters will be prepared by \_\_\_\_\_

Human Resources will provide a sample of an offer letter that should be sent to the successful candidate by the hiring supervisor.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)