

Date: _____

Signature: _____

PERMISSION TO RECRUIT

Department:

New Position Existing Position – Replacing:

Anticipated Start Date:

Appointment Category:

Explain need for position, required area of specialization, source of funding, and corresponding budget line number from the most recent budget submission that was provided to you by FHS Finance. If not on the budget submission, explain funding source in detail:

Department Chair's Signature

Date

Impact Analysis (if applicable) has been initiated. Date:

Electronic copy of the advertisement in Word format sent to fn sfr@mcmaster.ca

Please provide the chart field string, estimated salary and fringe benefit cost:

Chart Field String:

Salary:

Fringe Benefit Cost:

***NOTE: a position number cannot be generated without this information**

For completion by Faculty Relations

Position Number:

See [Instructions for Initiating Faculty Recruitment in Mosaic](#) for details on how to create a job opening in Mosaic.