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| **Position Title**:  | **Department/Division:**  |
| **CHECK THE FOLLOWING:** ***(Please attach a current position description)*****Posting requirement: minimum of 10 working days**[ ]  New Position [ ]  Regular [ ]  Full Time [ ]  Part Time [ ]  Temporary [ ]  **IN HOUSE - Internal Advertisement**  |
| **Account Number (s):** |
| **Funding Source: (PLEASE CHECK BOX)**☐ BIA ☐ BIA/BOB [ ]  BIE ☐ IDC ☐ HIS☐ ISEP [ ] Head Start☐ OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Pay Level:** | **Annual Salary Amount (Recommendation to use Mid-point):** |
| **Immediate Supervisor Signature** | Date |

**Approvals:**

|  |  |
| --- | --- |
| **DIVISION DIRECTOR** | **Date:** |
| **BUDGET OFFICER** | **Date:** |
| **HUMAN RESOURCE DIRECTOR** | **Date:** |
| **\*\* FOR INTERNAL ADVERTISEMENT ONLY\*\*** |
| **EXECUTIVE DIRECTOR OR SUPERINTENDENT** | **DATE:** |

**OFFICE OF HUMAN RESOURCE DEPARTMENT USE ONLY:**

Requirements: Minimum of 10 working days (RNSB, Inc. PPM 201:2 Recruitment)

 1 Newspaper serving the Navajo Nation (NPEA Section 4 B. 6)

 1 Radio Serving the Navajo Nation (NPEA Section 4 B. 6)

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| **RNSB, Inc. Job Advertisement** |
| Opening Date: | Closing Date: | Meet 10 days[ ]  Yes [ ]  No [ ]  Waived: Comments  |
| **Newspaper Advertisement** |
| Name of Paper:  | Servicing Navajo Nations: [ ]  Yes [ ]  No |
| **Radio Station Advertisement** |
| Name of Radio Station:  | Servicing Navajo Nations: [ ]  Yes [ ]  No |