|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |