

## How to Post a Search and Screen Committee Public Notice

1. Visit [askit.fiu.edu](http://askit.fiu.edu)
2. Login (top right) with AD credentials
3. Choose "REQUEST SOMETHING"
4. Choose "HRIS Services" (left menu)
5. Choose HR Support Request
6. Complete the form (shown below)
7. Attach a word or PDF copy of your notice (template on second page)

### HR Support Request

Use this form to request support from the HRIS Team. Please be as descriptive as possible and submit any screenshots or documents related to your request. You will find the attachment icon in the bottom right corner.

\*The following categories are only to be used by internal DHR employees: Computer, Event, Printer, Purchase Quote, Shared Drive, and SharePoint.

\*If you are looking to request user access, visit the [HR Access Request Form](#)

Requestor:

Additional Customer:


\* Support Category:

\* Short Title

\* Description:

\* Priority:  
▼  
 Critical  High  Medium  Low

\* Desired Due Date:

 Add attachments



## NOTICE OF PUBLIC MEETING, HEARING OR WORKSHOP

Florida International University Search and Screen Committee for (posting title) announces a public meeting to which all persons are invited.

**DATE:**

**TIME:** Include beginning and end time

**PLACE:** Florida International University  
11200 SW 8<sup>th</sup> St.  
Room #  
Miami, FL 33199

**PURPOSE:**

The agenda, if any, may be available upon request by contacting (contact person and contact information).

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting, is asked to advise Florida International University at least 24 hours before the meeting by contacting the Office of Inclusion, Diversity, Equity and Access or 305-348-2785. If you are hearing or speech impaired, please contact the university by calling TDD via FRS 800-955-8771.