**Position Requisition Form- Recruit Regular and CT II Staff**



***Office of Human Resources***

**Directions:** Fully complete and print the form; attach the current Position Description Form and Organizational Chart. Obtain all signatures before submitting to OHR.

**Posting Information**

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**Internal Title:** Click here to enter text.

**Division:** Choose an item. **Department:** Click here to enter text.

**Funding Department/Grant #:** Click here to enter text.

**Supervisor Name:** Click here to enter text. **Timesheet Approver:** Click here to enter text.

**Percent Employed:** Click here to enter text. **Hours/Days:** Click here to enter text.

**Is the Department requesting pre-approval to pay moving expenses?** Choose an item.

**Status:**

**Status**: Choose an item.

**Name and Employee ID of last person to occupy position (if applicable):** Click here to enter text.

**Reason employee vacated position:** Choose an item.

**Advertising; Required for all recruitments. Hiring Department is responsible for the cost of Advertising.**

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**Advertising Code:** Click here to enter text.

**Select desired publications:** CareerBuilder (required, $186) InsideHigherEd.com ($0)

Other: Click here to enter text.

**Regular Status Positions:**

**Regular Status Positions:** **SAP:** Click here to enter text. **Salary:** Click here to enter text.

**CT II Status Positions:**

**Contingent II Status:** **Salary/Hourly Rate:** Click here to enter text. **Contract Max:** Click here to enter text.

**Exempt Positions Only: Do you want to post the salary on the announcement? (Non-exempt positions will list exact salary)**

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No, please post salary as "Competitive"

Yes, please post exact salary (as listed above). I understand that by posting the salary I am required to offer the exact amount.

Yes, please post salary range (as listed above). I understand that by posting the salary range, I am required to offer within the range. I also understand that I must provide documentation to OHR at the time of the offer justifying the final salary and how it was determined within the range.

**Online Application Access: The following will have the ability to review applications and assign disposition codes**

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**Primary Contact Name:** Click here to enter text. **Primary Contact Extension:** Click here to enter text.

**Secondary Contact Name:** Click here to enter text. **Secondary Contact Extension:** Click here to enter text.

**Search Chair (if applicable):** Click here to enter text. **Interviewer:** Click here to enter text.

**Interviewer:** Click here to enter text. **Interviewer:** Click here to enter text.

**Required Approvals: All approvals are required PRIOR to submitting to Human Resources**

Required Approvals: All approvals are required before submitting to OHR

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| --- | --- | --- | --- | --- | --- |
| Department Head/Chairperson |  | Date: |  | Essential / Sustainable? | N/A Sustainable  Essential Essential/Sustainable |
| Dean/Assoc VP/Asst VP |  | Date: |  | | |
| Division Budget Officer |  | Date: |  | Approved Salary Cap: |  |
| University Budget Office OR Grant Office |  | Date: |  | Budget: |  |
| Provost or VP |  | Date: |  | | |
| VP & CFO |  | Date: |  | | |

**OHR Use:**

Budgeted Title: Class Code: Pay Range:

SAP: Position #: EEO Code: Key Executive: Y or N

CB: Managerial Supervisory Confidential Bargaining

Name: Date: Vacancy #: