

POSITION REQUEST FORM

Date: _____ Requisition number: _____ Date posted: _____

1. POSITION REQUEST INFORMATION (To be completed by Hiring Manager)

(Attach Updated Job Description)

Title: _____ Department: _____

Preferred Start Date: _____ Replacement for: _____ *New Position*

Regular Teamsters SEIU Casual/Temporary Full-time Part-time

Proposed Office Location (Building and Room Number): _____ Hours /Week: _____ Months/Year: _____

Hiring Manager _____ ext. _____

Dept. Manager: _____ Date: _____ Division V.P./Chair: _____ Date: _____

2. BUDGET APPROVAL and BUDGET SIGNATURES

BUDGET INFORMATION	BUDGET SIGNATURES
Position Number: _____	Compensation: _____ Date: _____
Grade _____ ECLS: _____	Comments: _____
Fund/Organization/Account: _____	Business/Budgets Office: _____ Date: _____
Comment: _____	HR: _____ Date: _____

3. POSITION REVIEW AND RECOMMENDATIONS

Hearing Date: _____ Time: _____ AM/ PM PRC Recommendation Yes No _____

Title: _____ Salary _____

Conditions: _____

President Decision Yes No Comments: _____

Conditions: _____

FOR HUMAN RESOURCES USE ONLY

Name: _____ A #: _____

Start Date: _____ Rate of pay: _____ Annual Equivalent: _____ Workers Comp Code: _____

Regular Casual/Temporary Full-time Part-time Manager Approval: _____ Date: _____

Probation Period: _____

Recruitment Source: _____

New Hire Bargaining Unit Rehire
 Transfer Promotion Additional Assignment

Comment: _____

INSTRUCTIONS – POSITION REQUEST FORM

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1. Position Request Information – Hiring Manager to complete Section 1

Attach Current Job Description & HR will attach an updated Organizational Chart.

Obtain Department Manager and Division Vice-President/Chair signatures.

2. Budget Approval – To be completed by Compensation/Budget/Grants Office

Grant funded positions may require additional time in the budget approval process.

The Human Resources Representative will secure the remaining approval signatures (Sections 2 & 3).

3. Position Review & Recommendations

A date will be set for you to present this new position to the Position Review Committee for approval/recommendations.

A PRC Representative will contact you regarding the Status of the request.

If Approved – A Human Resources representative will contact you to discuss the recruitment plan and any additional details/conditions given by the PRC.

General Information

*Position Request Forms with Job Description must be received in Human Resources on **Monday by 5pm** in order to be included in the next Position Review Committee Meeting.*

The job opportunities bulletin is updated each Friday for posting. All jobs are posted in the following areas on Campus: Outside Human Resources, Athletics lobby, Campus Dining Marketplace & The Tiger Cooler and Facilities Management, also, on the HR Website. Off Campus: HERC (Higher Education Recruitment Consortium) and can also be posted on CareerBuilders, HotJobs, HigherEd Jobs and Indeed.com, depending on the position.