# POSITION REQUEST FORM

Date: __________ Requisition number: __________ Date posted: __________

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

*(Attach Updated Job Description)*

<table>
<thead>
<tr>
<th>Title:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Start Date:</td>
<td>Replacement for:</td>
</tr>
</tbody>
</table>

New Position: [ ]

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

<table>
<thead>
<tr>
<th>Proposed Office Location (Building and Room Number):</th>
<th>Hours/Week:</th>
<th>Months/Year:</th>
</tr>
</thead>
</table>

Hiring Manager: __________ ext. __________

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

2. BUDGET APPROVAL and BUDGET SIGNATURES

**BUDGET INFORMATION**

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>Grade:</th>
<th>ECLS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund/Organization/Account:</td>
<td>Comment:</td>
<td></td>
</tr>
</tbody>
</table>

**COMPENSATION**

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Comments: __________

Business/Budgets Office: __________ Date: __________

**HR:** __________ Date: __________

3. POSITION REVIEW AND RECOMMENDATIONS

Hearing Date: __________ Time: __________ AM/PM: __________ PRC Recommendation: [ ] Yes [ ] No

**Salary**

Title: __________

Conditions: __________

President Decision: [ ] Yes [ ] No Comments: __________

Conditions: __________

4. 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

*     *     *

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.

H: Forms: Position Request form New 2019