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Posting Number

**REQUEST TO POST POSITION**

**HUMAN RESOURCES**

	<b>1</b> Position Number	<b>2</b> Position Title	<b>3</b> Department	<b>4</b> Last Employee in Position
<b>BUDGET</b>	<b>5</b> Salary Range \$ _____ to _____	<b>6</b> Source of Funds <input type="checkbox"/> General Funds <input type="checkbox"/> Other:	<b>7</b> Verified	<b>8</b> Total Amount Budgeted for this position
	<p><b>IMPORTANT:</b> If the uncommitted budget for this position is less than the current year salary requirement for the applicant selected, a Position Budget Transfer form must be processed to increase the position budget before a Personnel Action form can be processed to pay the new employee.</p>			
<b>POSITION DATA</b>	<b>9</b> For Classified Positions <b>ONLY:</b> Minimum Number of Internal Candidates			
	<b>10</b> Category  <input type="checkbox"/> Classified <input type="checkbox"/> Management Administrator <input type="checkbox"/> Faculty <input type="checkbox"/> Management Support Staff		<b>11</b> Job Classification (Classified Positions Only)	
	<b>12</b> Status  <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary From _____ to _____		<b>13</b> Annual Schedule <input type="checkbox"/> 260 Day (12 Month) <input type="checkbox"/> 178 Day (Academic Year) <input type="checkbox"/> Other:	
	<b>14</b> Will this employee be working full-time throughout the annual schedule shown in box 13? <input type="checkbox"/> Yes <input type="checkbox"/> No  If not, what percent of full-time will the employee be working during the annual schedule shown? _____		<b>15</b> Working Hours (if nonstandard, show days and hours to be worked)	
	<b>16</b> Anticipated Starting Date		<b>17</b> <input type="checkbox"/> An updated job description, with ADA "essential functions" identified is attached.	
<b>ADVERTISING</b>	<b>18</b> <input type="checkbox"/> Use Standard Advertising Procedures <input type="checkbox"/> Use the following special advertising measures:			
<b>APPROVALS</b>	<b>19</b> Please obtain signatures in order shown			
	1. _____ Supervisor	_____ Date	4. _____ Affirmative Action	_____ Date
	2. _____ Budget Office	_____ Date	5. _____ AVP/Vice-President	_____ Date
	3. _____ Human Resources	_____ Date	6. _____ President	_____ Date