|  |
| --- |
| **Auxiliaries Personnel Requisition/Posting Request Form****IMPORTANT:** *This form must be completed in its entirety and all applicable approvals must be* *obtained before beginning any recruitment. This applies to all position requests.* |
| Position Title: |       | [ ] Exempt [ ]  Classified [ ]  TH |
| [ ]  Replacement Position  | [ ]  Job Description Attached  | Position Number:  |       |
| Name of Employee Being Replaced:        | Termination Date:       |
| [ ]  New Position  | [ ]  Job Description to be Created  | Position Budget #:  |       |
| [ ]  Requirements and Duties Attached | Expected Start Date:  |       |
| Rationale for posting request: |       |
| Department: |        |
| Hiring Supervisor Name: |       | Supervisor Title: |       |
| Supervisor Email Address: |       | Supervisor Phone Number: |       |
| Work Status: | [ ]  Full Time (40+ hrs per week) |
| [ ]  Part Time  | Approximately       hours per week |
| [ ] Temporary Position | Ending Date:       |
| Work Schedule: | [ ]  Monday [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday [ ]  Saturday [ ]  SundayStart Time:       End Time:       |
| Compensation: | $       per year | $       per hour |  |  |
| Driving Status: |  [ ]  Will be required to drive UI vehicle [ ]  NA |
| Advertising: | [ ]  Free Advertising Only |
| [ ]  Billable Advertising  | Locations: |       |
| Budget #: |       |
| Closing Date of Posting: | Closing Date:       (Exempt - 4 weeks minimum)Closing Date:       (Classified - 2 weeks minimum)Closing Date:       (TH - 3 days minimum) |
| Additional Requirements: | Resume and Cover Letter Required: [ ]  Yes [ ]  NASupplemental Questions for Application Attached: [ ]  Yes [ ]  NA  |
| Background Check Budget #:  |       |
| Search Committee Members: |       | Search Committee Chair Person: |       |
| **APPROVAL*****This request will not be processed unless applicable signatures are present.*** |
| **Hiring Supervisor Signature:** |       | **Date:** |       |
| **Director Signature:** |       | **Date:** |       |
| **Comments:**      | **Date Received by Aux Bus Svcs:****Date Position Posted:** |