**Email template – Hiring Moratorium Request**

Revision Date 9/18/2020

**Instructions:** Copy and paste the email template below into an email for routing as noted below.

**Request to Fill a Position During the Hiring Moratorium**

DFA, Advancement, Research, ITS and President’s Area (for academic units contact provost@uidaho.edu)

Routing: Unit fills in the below information and forwards it via email upward through supervisory chain documenting approval by email at each level up to their vice president. After the VP’s approval, the email is forwarded to dfa-approval@uidaho.edu.   Once you receive the final approval, this email string containing final approval is uploaded by the unit into the PeopleAdmin Action prior to submission to HRS.

**College/Division and Department:**

**PCN:**

**Type of Position: \_\_ Exempt Staff   \_\_ Classified Staff   \_\_ Postdoc**

**FTE:          \_\_ FY    \_\_ AY   \_\_ Other (describe)**

**Nature: \_\_ New Position \_\_ Refill Vacancy--Current Incumbent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:**

**Primary function of the job:**

**Why can’t others complete this work?**

**Why is this position essential?**

**Anticipated cost:**

**Funding source:**