Request to Fill a Non-Academic Position

RTF# (For HR use only)

This form is to be used for all non-academic hiring excluding part-time hourly positions. Please consult the Hiring Forms & Process Map for more information

Position Title:

Current Incumbent:

Department:

Contract (this includes leaves) Select length
Existing Full Time, Permanent
New Full Time, Permanent

Contract to Full Time, Permanent
Part Time to Full Time, Permanent
Part Time, Permanent
Part Time to Contract

(Must attach a job fact sheet/questionnaire for all positions)

Union (if applicable) _____
Band/Level _____

Are dollars budgeted for this position? Yes No

Funding Source(s) __ - __ - _____ - _____
__ - __ - _____ - _____

Finance Notes:
(*For Finance use only)*

Has a Job Fact Sheet/Questionnaire been attached for this position?	No
Does the Job Fact Sheet/Questionnaire need to be revised?	Select
Has the position been evaluated?	Select
Is a change in level being requested for the position?	Select
Has a workspace been designated for the incumbent?	Select

This job is to be: ☐ Posted Internally ☐ Advertised Locally ☐ Advertised Nationally

Reason for Request:

Requested by (*print name)*: Date:

Dean/Director Approval:

Finance Approval: Finance Approval:

- Indicating Confirmation of Budget Funds

Human Resources Approval:

- Indicating Confirmation of Band level & RTF#

Vice President Approval:

- Indicating that the Recruitment, Selection, Hiring (Non-Academic) Policy has been reviewed and followed, including the completion of an operational requirements assessment for the position.

Staffing Review Committee Approval:

Staffing Review Committee Approval:

President's Office Approval:

Comments:

Once approved, please return to Human Resources

cc: Finance