

Request to Fill a Non-Academic Position

Position Title: _____

Department: _____

Contract Contract to Full Time, Permanent
Existing Full Time, Permanent Part Time to Full Time, Permanent
New Full Time, Permanent Part Time to Contract
(Must attach a job questionnaire for all positions)

Union (if applicable) _____
Band/Level _____

Are dollars budgeted for this position? Funding Source(s) _____
Yes No

Has a Job Questionnaire been completed for this position? Yes No
Does the Job Questionnaire need to be revised? Yes No
Has the position been evaluated? Yes No
Is a change in level being requested for the position? Yes No
Has a workspace been designated for the incumbent? Yes No

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

Reason for Request: _____

Requested by: _____ Date: _____

Dean/Director Approval: _____ Date: _____

Finance Approval: _____ Date: _____

- Indicating Confirmation of Budget Funds

Vice President Approval: _____ Date: _____

- 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.

President's Office Approval: _____ Date: _____

Comments:

Once approved, please return to Human Resources

cc: Finance