

Staff - Request to Fill a Vacancy Form

Date:

Position

Position Title:

Incumbent:

New Position

Replacement Position

Modified Position

Department:

Supervisor's Name & Title:

Job Description

In most cases, the job description will need to be updated. Please review the job description, update it as needed and attach a copy of it to this form. If you are unable to locate the job description within your department, please contact Human Resources at x7517.

If the position is new, please draft a new job description and review it with the HR Director to determine the salary and grade level.

Note: This request cannot be processed until a current position description is submitted.

Position Information (check all that apply)

Administrative

Support Staff

Temporary

Part-time

9-month

10-month

12-month

Other

Regular hours worked: _____ to _____

Proposed Salary Range or Hourly Rate:

GL Account # to be paid from:

Distinguishing Characteristics (special hours required, working environment, travel):

List any job responsibilities that require physical demands (for example, stand more than 50% of workday, ability to lift up to 40-lbs, etc.):

Supervision of Others

List the number and title for position(s) that directly or indirectly report to this position (i.e. 3 support staff, 4 programmers, 2 student workers, etc.)

Complexity of Duties

Give three specific examples of work actions or decisions that are made without the prior approval of a Supervisor or Department Chair.

- 1.
- 2.
- 3.

Minimum Qualifications

Education:	High School Diploma	Associate's Degree	Bachelor's Degree
	Master's Degree	PH.D.	Other
Experience:	Less than 12 months	1-3 years	
	4-6 years	7-10 years	10+ years
Technical Skills:	Microsoft Word	Microsoft Excel	Other
Special Training and/or certifications:			

Hiring Supervisor Responsibilities

Hiring supervisors share in the responsibility for effective employment planning, positive staff relations and positive community relations. Before submitting this form, hiring supervisors should first consider the opportunity to restructure or redefine the job, the opportunity for job enrichment of other staff, and the necessity of hiring a full-time, part-time or temporary employee. Each hiring supervisor is responsible for understanding and following all of the university's policies on recruiting and selection of employees and is expected to conduct the search in a thoughtful, timely manner.

The Director of Human Resources is responsible for ensuring compliance with federal laws, regulations, university policies, and procedures. Salary must be coordinated and approved by the Budget Office and the employment offer, including salary, start date, work hours, and employment status must be approved by the Director of Human Resources before an offer is extended. An offer of employment cannot be made without approval from the area VP, the Budget Office, the Director of Human Resources, and the President.

Hiring Supervisor's signature of agreement (usually the Department Head or Director of the area)

Date

Approval

Area VP/Provost:

Budget Office:	Signature	Date
President:	Signature	Date
Director of HR:	Signature	Date