



ATTACH A POSITION DESCRIPTION, ORGANIZATION CHART APPROVED BY HR PRIOR TO START DATE

Part I: HR Status	
<input type="checkbox"/>	HR consult has occurred, requesting formal HR review; Position Description (attached)
<input type="checkbox"/>	No HR consult or review required; Position Description (attached) unchanged
<input type="checkbox"/>	No HR consult or review required; Position Description not required for reappointment or Candidate Selection

Part II: Reason for Vacancy					
<input type="checkbox"/>	New Position	<input type="checkbox"/>	Leave of Absence	Other **	
<input type="checkbox"/>	Employee Separation	<input type="checkbox"/>	Employee Promotion/Reassignment	**Explain:	
Employee Being Replaced (excluding Emergency Hires): Name:			EMPL ID:		
Classification:		Skill Level:		Time Base:	Base Salary @ 1.0 FTE:

Part III: Justification	

Part IV: Position Information				
Desired Starting Date:			Working Title:	
Classification:		Job Code:	Skill Level:	Targeted Monthly Hiring Salary:
Department:		Position Number:		# of Openings:
Hiring Manager:		Ext:	Requisition Created By:	Ext.

Part V - A: Employment Status			Part V - B: Time Base & Work Schedule							
<input type="checkbox"/>	Probationary		<input type="checkbox"/>	Full Time	<input type="checkbox"/>	AY	<input type="checkbox"/>	10/12*	<input type="checkbox"/>	11/12*
<input type="checkbox"/>	Temporary	Start:	End:	<input type="checkbox"/>	Part-Time %	*Months Off:				
<input type="checkbox"/>	Position may be reappointed			<input type="checkbox"/>	Intermittent/Hourly	Days/Hours of Work:				
<input type="checkbox"/>	Position may become permanent			<input type="checkbox"/>	Alternate Work Schedule: Days/Hours:					
<input type="checkbox"/>	Reappointment to a posted position	Start:			End:					

Part VI: Special Conditions							
<input type="checkbox"/>		Requires driving for State business		<input type="checkbox"/>		Requires completion of "Preventing Sexual Harassment"	
<input type="checkbox"/>		Requires Background/Fingerprints		<input type="checkbox"/>		Funded by a Federal grant	
<input type="checkbox"/>		Requires Pre-employment Physical		<input type="checkbox"/>		Requires Licenses/Certificates	
<input type="checkbox"/>		Requires Form 700 and Ethics & Conflict of Interest Training		Type:			

Part VII: Posting/Advertising							
<input type="checkbox"/>	External Advertising Requested	<input type="checkbox"/>	No	<input type="checkbox"/>		Yes. Attach proposed copy and indicate	
<input type="checkbox"/>	On-line	<input type="checkbox"/>	Publications	<input type="checkbox"/>		Professional Associations	

Part VIII: Recruitment Authorization Checklist							
<input type="checkbox"/>		Position Description		<input type="checkbox"/>		Advertising Copy, if applicable	
<input type="checkbox"/>		Organization Chart		<input type="checkbox"/>		Interview Questions	

