

Request to Fill a Vacancy

Date: _____

I. Position Information

Position Title: _____ Incumbent: _____

New Position Vacant Position Modified Position

Department: _____ Date Required: _____

Supervisor's Name & Title: _____

II. Job Descriptions

In most cases, the job description will need to be updated. Please review the job description, update it as necessary and attach a copy of it to this form. If the position is new, review the draft with the HR director to determine the salary and position level for the new position. Position descriptions are located on the Human Resources web page. If you are unable to retrieve one, please contact Human Resources at #7517 for a hard copy.

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

III. Employment Status

a. Administrative Support Staff Physical Plant Security/Police

b. 9 Months 10 Months 12 Months Other: _____

Regular hours worked: _____ to _____

Proposed Salary Range (for Admin. Positions only): _____

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

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

IV. **Supervision of Others:** List the number and title for position(s) that directly or indirectly report to this position (i.e. 3 secretaries, 4 programmers, etc.)

V. **Complexity of Duties:** Identify at least three specific examples of work actions or decisions made without prior approval by Supervisor or Department Chair.

VI. Minimal Qualifications

Education: High School Diploma Bachelors Degree Masters Degree Ph.D.

Experience: Less than 12 months 1-3 years 3-5 years 5-8 years

Technical Skills: Word Excel Other _____

Special Training and/or Certifications: _____

VII. Hiring Supervisor's 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 are expected to conduct the search in a thoughtful, timely manner.

The Associate Vice President for Human Resources is responsible for ensuring compliance with federal laws and regulations, as well as, for university policies and procedures. The employment offer, including salary, start date, work hours, and employment status must be coordinated with the Associate Vice President for Human Resources before an offer is extended. An offer of or rejection of employment can not be made without approval from the area VP and the Associate Vice President for Human Resources. The president gives final authorization on all administrative appointments.

Hiring Supervisor's (usually the Department Head or Director of the area) Signature of Agreement:

Date

VIII. Approval

Provost/Area VP: _____

Date

Associate Vice President for Human Resources: _____

Date

President: _____

Date

After obtaining signature of the Provost/Area VP, please send the completed form to Human Resources.