



REQUEST TO FILL POSITION

Position Title

Department

Current job description must be attached

Budget To Be Charged (Finance Office to complete)

<input type="checkbox"/> Replacement Position	<input type="checkbox"/> Returning Employee	<input type="checkbox"/> Newly Created Position - Justification for this request must be attached; include salary funding source
Name of Prior or Returning Employee (and title if different from Position Title above):		Termination Date of Prior Employee:
Requested Annual Salary or Hourly Rate*: \$	Budgeted Annual Salary or Hourly Rate: \$	
*If Requested Annual Salary or Hourly Rate is higher than Budgeted Annual Salary or Hourly Rate, funding source must be clearly identified. Funding Source:		

Type of Appointment	Employee Type	# Hours Per Week	Months Per Year	Anticipated Start Date	End Date If Temporary
Executive	Full-time Regular				
Faculty 9 Mos 12 Mos	Part-time Regular				
Administrative Official	Temporary				
Administrative Employee	Per Diem				
Service Staff	Eligible for Gratis Room Eligible for Gratis Meal Plan Eligible for Gratis Tuition / Enter # Eligible Graduate Credits Per Academic Year: _____				
Graduate Assistant					

Check Items Requested for Recruitment	
www.HigherEdJobs.com (standard web posting)	Web Advertisement (list preference):
Newspaper Ad (list preference):	Other (list):

Required Approvals/Signatures			
<i>Return form to Human Resources after Manager and Vice President signatures are obtained</i>			
Manager Signature	Print Name	Tel Ext.	Date
Vice President Signature	Print Name	Tel Ext.	Date
Director of Budgeting	Date	Director of Human Resources	Date
Chief Financial Officer	Date	President	Date

For HR Use Only	
Filled By: _____	Hire Date: _____
Paid Over _____ Months Per Year	Hourly Rate \$ _____
ADP Dept # _____ ADP Job Code # _____	Annual Salary \$ _____
Grade: _____	Semi-Monthly Salary \$ _____

Justification