



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	
HigherEdJobs.com & Indeed.com (standard web postings)	Web Advertisement (list preference):
Other (list):	

Required Approvals/Signatures			
<i>Return form to Human Resources after Manager and Vice President signatures are obtained</i>			
Manager	Date	Vice President	Date
Director of Human Resources	Date	Budget Manager	Date
Chief Financial Officer	Date	Chief Operating 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 \$ _____
ADP Company Code: _____	Semi-Monthly Salary \$ _____

Justification