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| **This form is used to:**  **🞏 Hire an employee in a temporary position** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | |
| **SECTION I.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| **Department** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| **Job Title** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| **Working Title** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **Date Vacated** | | | |  | | | | | | | | |  | **-or- 🞏 New Position** | | | | | | | **FOAP Code** | | |  |  | | | | |  | |  | **%** | | | **%** | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | ***%*** | | |
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| **Last/Current Incumbent** | | | | | | | |  | | | | | | | | | | | | |  | | |  |  | | | | |  | |  | **%** | | | ***%*** | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | |  | | |  |
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| **Anticipated Effective Date of Hire or Role Change** | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
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| **SECTION II.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **🞏 Position To Be Advertised** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SECTION III. DUTIES AND RESPONSIBILITIES: (Summarize only essential functions and general duties)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **QUALIFICATIONS: (List as knowledge, skills & abilities)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **CONDITIONS: (Specify if position requires overtime, shift work, lifting, or other special circumstances)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **SECTION IV. SPONSORED PROGRAMS APPROVAL: (REQUIRED ONLY IF POSITION IS SUPPORTED BY SPONSORED PROGRAMS FUNDS)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| **Project Director/Account Manager** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | **Date** | | |  |
| **Sponsored Programs Approval** | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | **Date** | |  |
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| **SECTION V. SIGNATURE APPROVAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | |  | |  |
| **Supervisor/Department Head** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | **Date** | |  |
| **Dean/Director** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | **Date** | |  |
| **Vice President** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | **Date** | |  |
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| **SECTION VI. BUDGET APPROVAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | |  | |  |
| **Budget Office Approval** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | **Date** | |  |
| **Program** |  | | | | | | | | | | | | | | | |  | **Sub Program** | | | | |  | | | |  | **Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | **Fund** | | |  |
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| **SECTION VII. HUMAN RESOURCES** | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | |  | | | |  | | | | |
| **Role Title** | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | **Role Code** | | | |  | | | | |
| **Pay Band** | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Minimum Starting Salary To Be Advertised: (May be a range)** | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |