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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** |  |  |  |  | **%** | **%** |  |  | ***%*** |
|  |  |  | ***Fund*** | ***Org*** | ***Account*** | ***Program*** |  |  |  |  |  |  |
| **Last/Current Incumbent** |  |  |  |  |  |  | **%** | ***%*** |  |  |  |  |
|  |  |  | ***Fund*** | ***Org*** | ***Account*** | ***Program*** |  |  |  |  |  |  |
| **Anticipated Effective Date of Hire or Role Change**  |  |  |
|  |  |  |  |  |  |  |
| **SECTION II.** |
| **🞏 Position To Be Advertised**  |
| **SECTION III. DUTIES AND RESPONSIBILITIES: (Summarize only essential functions and general duties)** |
|  |
| **QUALIFICATIONS: (List as knowledge, skills & abilities)** |
|  |
| **CONDITIONS: (Specify if position requires overtime, shift work, lifting, or other special circumstances)** |
|  |
| **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** |  |
|  |  |  |  |  |  |  |
| **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** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |
| **SECTION VII. HUMAN RESOURCES** |  |  |  |  |  |
| **Role Title**  |  |  |  |  | **Role Code** |  |
| **Pay Band** |  |  |  |  |
| **Minimum Starting Salary To Be Advertised: (May be a range)** |  |  |  |  |