

Date:

Hiring Manager:

Department/ Division:

## Position Information

Functional Title:

Reason for Opening:

< Please select >

\*If replacement, include  
name of previous employee:

Justification for Hiring:

Job Description:

## Job Details

<b>Job Category:</b>	<input type="text" value=" &lt; Please select &gt;"/>	<b>Location:</b>	<input type="text" value=" &lt; Please select &gt;"/>
<b>Work Arrangement:</b>	<input type="text" value=" &lt; Please select &gt;"/>	<b>PTA(s):</b>	<input type="text"/>
<b>Scheduled Hours:</b>	<input type="text"/>	<b>General Budget Funds?</b>	<input type="text"/>
<b>End Date (if temporary):</b>	<input type="text"/>	<b>Anticipated Hire Date:</b>	<input type="text"/>
		<b>Number of Openings:</b>	<input type="text"/>

## Approvals

To sign, click on pen icon at top of page. Move signature to appropriate box, add appropriate date and click save when completed.

<b>DOO/Department Lead Approval:</b>	<input type="text"/>	<b>Date:</b>
<b>Provost/Chief Financial Officer Approval:</b>	<input type="text"/>	<b>Date:</b>
<b>If Division/Department was affected by Institute layoffs, EOD approval is required:</b>	<input type="text"/>	<b>Date:</b>