

**Position Review Request Form**

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| Please complete this form in its entirety. Information detailed on this form will be reviewed for approval and utilized for recruiting purposes. Human Resources will notify the divisional partner and/or hiring manager of the PRG results or if further information is needed. If more than one position is being requested, please complete separate forms for each position. | |
| **Position Title:** | |
| **Department:** | |
| **Reports to position:** | **Reports to name:** |
| **Replacement Position**  **Yes** or  **No** | **Date:** |
| **If replacement, name of person being replaced**: | |
| **Have you identified any internal candidates for promotion?** | |
| **Name of person initiating the request**: | |
| **Name of search chair:** | |
| **Admin/professional/coach  Support Staff  Technical  Faculty  SEIU- Facilities**  **SEIU – Library/Mail Service  Casual  SPFPA – Campus Safety Officer** | |
| **Full Time  Part Time  Benefits** | **Annual Hours** |
| **Work Schedule** (check all that apply)**:**  **Weekdays  Evenings  Overnight**  **Weekends Only  Occasional Weekends** | |
| **If position is part time: Set Schedule** or **Flexible Schedule If set schedule, please indicate work days:** | |
| **12 month position  11 month position  10 month position  9 month position   Other** (please indicate): | |
| **If less than 12 months, indicate which time period(s) will not be worked:** | |
| **Travel Required: 0-15% 20-35% 40-55% 60-75% 80% or more** | |
| **Telecommuting Possible: Yes No** | |
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| **Justification for Approval (e.g. Why should this position be replaced/created? What is the impact to the department/University if this position is not filled? Is there any structure change?)** | |
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| **Job Description: Updated in PA  Use previous version** | |
| **Special Notes** (if needed): While the available budget is typically the limit for setting the salary, should you have any specific data or salary expectations, they should be submitted at this time for consideration in the approval process. | |
| *Please forward this completed form and the updated job description to Lori Chlad, AVP for Human Resources.* | |
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| **For HR Use Only** | |
| **Salary Range:** | **Position Control #:** |
| **Special Notes** (if needed)**:** | |