Please complete this form in its entirety. Information detailed on this form will be reviewed by the PRG and utilized for recruiting purposes. Human Resources or the appropriate VP will notify the 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.

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<td>Reports to position:</td>
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<td>Replacement Position</td>
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</table>

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:

☐ Full Time ☐ Part Time Target Start Date:

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:

Bargaining Unit Position ☐ Yes or ☐ No

Travel Required: ☐ 0-15% ☐ 20-35% ☐ 40-55% ☐ 60-75% ☐ 80% or more

Telecommuting Possible: ☐ Yes ☐ No
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Position Title: __________________________

Department: __________________________

Reports to position: __________________________

Reports to name: __________________________

Replacement Position ☐ Yes ☐ No

Date: __________________________

If replacement, name of person being replaced: __________________________

Have you identified any internal candidates for promotion? ☐ Yes ☐ No

Name of person initiating the request: __________________________

Name of search chair: __________________________

☐ Full Time ☐ Part Time

Target Start Date: __________________________

Work Schedule (check all that apply): 
☐ Weekdays ☐ Evenings ☐ Overnight

☐ Weekends Only ☐ Occasional Weekends

If position is part time: ☐ Set Schedule ☐ 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: __________________________

Bargaining Unit Position ☐ Yes ☐ No

Travel Required: ☐ 0-15% ☐ 20-35% ☐ 40-55% ☐ 60-75% ☐ 80% or more

Telecommuting Possible: ☐ Yes ☐ No

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?)

Job Description: ☐ Updated version attached ☐ Previous version attached

Special Notes (if needed): __________________________

Please forward this completed form and the updated job description to Lori Chlad, AVP for Human Resources.

For HR Use Only

Salary Range: __________________________

Position Control #: __________________________

Special Notes (if needed): __________________________
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Position Title: 
Department: 
Reports to position: 
Reports to name: 

Replacement Position 
☐ Yes 
☐ 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: 
☐ Full Time 
☐ Part Time 

Target Start Date: 

Work Schedule (check all that apply): 
☐ Weekdays 
☐ Evenings 
☐ Overnight 
☐ Weekends Only 
☐ Occasional Weekends 

If position is part time: 
☐ Set Schedule 
☐ 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:

Bargaining Unit Position 
☐ Yes 
☐ No 

Travel Required: 
☐ 0-15% 
☐ 20-35% 
☐ 40-55% 
☐ 60-75% 
☐ 80% or more 

Telecommuting Possible: 
☐ Yes 
☐ No 

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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