

**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 ScheduleIf 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)**:**  |