INSTRUCTIONS FOR COMPLETING THE REQUISITION TO FILL POSITION VACANCY FORM

1. Enter authorized position title.

2. Enter authorized position number. If position number is unknown, contact the Budget Office for E&G and auxiliary numbers. Contact Human Resources for Contract and Grant Numbers.

3. Check the correct pay plan. Indicate whether faculty positions will be regular, visiting, or adjunct appointments and contract period i.e. nine or twelve months.

4. Enter funding account number. If more than one account number is used, enter them all and indicate the primary funding account.

5. Enter the funding account and department name.

6. Indicate whether the position will be funded by E&G, Auxiliary, or Contract and Grant monies.

7. Enter class code. If Code is unknown, consult the USPS/OPS pay range chart or call Human Resources.

8. Enter pay grade. (Not valid for Faculty positions) If pay grade is unknown, consult USPS/OPS pay range chart or call Human Resources.

9. Enter the Full Time Equivalency. Example: 1.0 is full time, .50 is half time, etc…

10. Enter annual pay if the pay is set at a predetermined amount.

11. Enter annual/hourly pay range by consulting A&P/USPS/OPS pay range charts, hiring salary range, anticipated annual salary, or that salary is negotiable.

12. Normal work hours.

13. Faculty, A&P, and USPS positions must be advertised a minimum of 14 working days while OPS positions must be advertised for five. All position vacancies will be posted on the University’s Internet home page. Deadlines for posting all vacancies are found on the monthly Personnel/Payroll Calendar.

14. (Optional) Date applicant should be able to start work.

15. Enter Work Location.

16. List minimum education and experience requirements found on the SUS class specification. Also list any preferred criteria that will be used in the selection process. A&P, USPS, and OPS MUST attach a copy of the position description along with the selection criteria.

17. List name and phone number of the person responsible for the recruitment effort.

18. Chair, Selection Committee

19. List any special requirements dealing with the posting of the vacancy.

20. Obtain required signatures.

THE ENTIRE RECRUITMENT PACKAGE SHOULD BE IN THE OFFICE OF HUMAN RESOURCES BY WEDNESDAY NOON IN ORDER FOR THE POSITION TO BE ADVERTISED ON THE FOLLOWING FRIDAY’S CAREER OPPORTUNITY ANNOUNCEMENT.