



Initiate the Hiring Process Request Form

A. Position

Official Title: _____ Title Code Number: _____
(Title code number from budget.)

Working Title: _____

- Classified Position Faculty Position Full-Time
 Non-Classified Position Provisional Position Part-Time: 25% 50% 75%
(Obtain and complete provisional position forms from Payroll/Personnel website)

Existing Position Replacing: { (Name of Previous Employee) _____
 New Position: { (Date Position will be vacant) _____

Comment _____

Contingent on availability of funds

B. Job Description - Job advertisements for classified employees are prepared by the UAM Human Relations Office using the state job descriptions. Please describe task, duties, and responsibilities unique to this position such as overtime, background check, on-call, etc. The job requirements listed shall only supplement, and not exceed the state classification requirements. **For non-classified or faculty position, supervisor shall prepare and attach complete job description for job advertisement.**

For all positions list the essential functions or the fundamental job duties that an individual who occupies the position must be able to perform either unaided or with a reasonable accommodation.

C. Salary and Budget Amount Budgeted \$ _____ Budget Position# _____

Salary (or Salary Range) _____ Must resubmit to VC if additional amount is offered applicant. (Position # from budget)

Account Name(s) to be Charged: _____

Account Number(s) to be Charged: _____

D. Advertising Preference: Promotional Opportunities Off-Campus Advertising (Attach recommended publications in order of priority if any)

Select from existing Personnel Office pool of applicants Other: _____

E. Requested by Unit or Department Head:

Name: _____

Signature: _____ Date: _____

V/C Signature: _____ Date: _____

F. Chancellor Approval:

Chancellor Signature: _____ Date: _____

(Forward to the UAM Human Relations Office)

G. Human Relations

Date of Final V/C Ad Approval _____

Date Received _____ Date Advertised _____

•Any change in original form requires notification of Unit or Department Head, Chancellor, or Personnel Office.