



# 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.