

**Please ensure that this form is fully completed,
as incomplete forms will not be accepted.**

STAFF POSITION AND PART-TIME/TEMPORARY REQUEST TO RECRUIT FORM

Recruiting Title:

Date Requested:

Reason for Opening:*

Position Info:

Position no:

Type:*

Staff

Temp Staff

Current/previous Incumbent Name:

POSITION DETAILS

Department:*

Full Time/Part Time:

Full Part Time

Position Supervisor:

Email address:

Dept Suggested Salary Range:

HR Reviewed

HR Not Reviewed

Salary Frequency:*

Number of Hours per Week:

FTE:

Campus Location:

Name:

City:

State:

Does this position offer 100% remote work:*

**Consult HR if offers 100% remote work as there could be potential restrictions.*

Does this position offer hybrid flexibility:*

Subject to a criminal history background check upon hire:*

Subject to Driver's License check upon hire:*

POSITION JUSTIFICATION

Please provide a thorough justification for the position and attach any necessary additional documents.

FUNDING

Funding Type:*	Funding Source #1:	%
Funding Type:*	Funding Source #2:	%
Funding Type:*	Funding Source #3:	%
Funding Type:*	Funding Source #4:	%
<i>*If you have more than 4 funding sources please write the remainder in justification section.</i>		Total (must = 100%)
		%

DEPT CHECKLIST

1. Position Description Attached
2. Department Organization Chart Attached
3. Compensation Review Request Form completed (if new position)

APPROVALS

Department:

Department Administrator

Department Chair

Associate Dean

A&F Team Review:

SMHS Assoc. Director of Human Resources or Designee

SMHS Assoc. Director of Finance or Designee

Executive Committee/Dean Review:

Chief of Staff or Designee

****FORM IS TO BE ROUTED THROUGH DOCUSIGN FOR APPROVALS****