

Managers: Please complete page one; electronically sign OR print the form, then send the document on to your Executive Team Leader.

POSITION INFORMATION			
Requested by:		Date:	
Position Title:		Department:	
Type: <input type="checkbox"/> Replacement for: _____ <input type="checkbox"/> New Position <input type="checkbox"/> Traveler Request	Special Considerations for Posting: <input type="checkbox"/> In-House Only <input type="checkbox"/> Intra-Departmental Only		
Date Manager Reviewed and Updated Job Description (Email update to HR, if new or revised):			

EXPECTED WORK SCHEDULE			
FTE: _____ <small>(Hours per Pay Period)</small>	Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Per Diem <input type="checkbox"/> Temporary		Shift: <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Evenings <input type="checkbox"/> Varies <input type="checkbox"/> Weekends
Week 1: <input type="checkbox"/> SUN <input type="checkbox"/> THURS <input type="checkbox"/> MON <input type="checkbox"/> FRI <input type="checkbox"/> TUES <input type="checkbox"/> SAT <input type="checkbox"/> WEDS	Week 2: <input type="checkbox"/> SUN <input type="checkbox"/> THURS <input type="checkbox"/> MON <input type="checkbox"/> FRI <input type="checkbox"/> TUES <input type="checkbox"/> SAT <input type="checkbox"/> WEDS		
Additional Scheduling Info to be advertised:			

DEPARTMENT STAFFING			
Salaries and Wages:	YTD Actual	Budgeted	
Staffing Matrix:			
Full-time Staff			
Part-time Staff			
Per Diem Staff			
Temporary Staff (include travelers)			

Justification for Position:

Department Manager Signature: _____ Date: _____

REVIEW/APPROVAL			
Position Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Denied, Reason:	
CEO:		Date:	
CNO:		Date:	
CNOQ:		Date:	
CHRO:		Date:	
CFO:		Date:	
DON:		Date:	
Director of Facilities:		Date:	

REMINDER:

1. Complete all applicable fields in this form
2. Electronically sign the request, or Print and then Sign
3. If electronically signing, when prompted to SAVE AS, rename the file "Position Request_JOB TITLE"
4. If electronically signing, send as an email attachment to your Executive Team leader.
5. The Executive Team will review all posting requests weekly on Wednesdays.
6. HR will post approved requests the following Thursday.