

Request to Recruit Personnel

1. Position Type:

Appointed Student
Classified Staff
Graduate Assistant/Associate

3. Supervisor's Email:

4. Supervisor's Telephone:

5. Department Number:

2. Supervisor's Name:

6. Sub-Unit Name:

Position Details

7. Position Title:

13. Open until Filled, Enter Desired Review Date:

8. Type of Position:

Permanent
Temporary Non-Benefits Eligible (*less than 3 months*)
Extended Temporary (*6 months - 2 years*) $\geq .50$
Other

Position must be posted for at least five days for Classified Staff and ten days for Appointed Personnel. (Must be reviewed on a business day.) A position closes at midnight on the closing date.

Will be accepting:

Internal only applications
External + Internal applications

9. Position FTE:

14. Is this a New Position?

Yes No

10. Number of Hours per Week:

11. Enter Desired Job Open Date:

15. If this is an existing position, name of last employee in this position:

12. Enter Desired Job Close Date:

Position must be posted for at least five days for Classified Staff and ten days for Appointed Personnel. (Must close on a business day.) A position closes at midnight on the closing date.

Budget for Position

16. Previous Employee's Salary:

18. Do you want to post this salary/salary range?

Yes

No, Post Depends on Experience "DOE"

17. Salary or Salary Range:

-
For Classified Staff, if you decide to hire above the mid-point, a justification memo must be created/approved prior to the offer.

19. Funding Source(s) (Account numbers) + % of each:

20. What is the impact to the department if position remains vacant? Attach explanation.

Application Materials

21. In addition to a UA application, do you want to receive any of the following?

Letters of Recommendation – How many?

Other:

Letter of Interest

Resume/CV

Schedule of Availability

Advertising for Position

22. Do you want to Advertise for this Position (outside UA Careers)? Please see HR for departmental costs.

Yes No

a. Name of Publication(s), Newspaper(s), or Journal(s):

b. How long do you want to Advertise (e.g. 1 month)

c. Name of Listserv(s) you will Submit to:

23. Search Committee

a. Chairperson/Email:

b. Committee Members/Email: (Up to five)

****Note: If you do not want to advertise in any publication, the position will be posted for a minimum of five days for Classified Staff and ten days for Appointed Personnel.**

***All jobs will automatically be posted to HigherEdJobs.com, Indeed.com, Arizonadiversity.com and local job banks.**

24. Guest Users/Email:

(Will have access to posting and applicants.)

Position Information

25. Please attach a Description which includes the following categories:

- Job Title
- Classification
- Position Summary
- Department
- FTE
- Salary/Salary Range
- Duties + Responsibilities
- Minimum Qualifications
- Preferred Qualifications

**Classified Staff General Job Description*

http://hr.arizona.edu/cs_jobdesc_search

**Appointed Personnel General Job Description*

<http://hr.arizona.edu/employees-affiliates/compensation/appointed-professionals-jobs>

REQUIRED Approvals

Signature: _____
Deputy Dean Date

Signature: _____
Pam Ray, Assistant Dean, Financial Affairs Date

Signature: _____
Judy DiMarco, PhD, Chief of Staff/Deputy Dean, Administrative Affairs Date

**Please allow 10 business days
for final approval.**

Questions?
