

Request to Fill a Vacancy Form

Date:

Position Information

Position Title:

Incumbent:

New Position

Vacant Position

Modified Position

Department:

Supervisor's Name & Title:

Job Description

In most cases, the job description will need to be updated. Please review the job description, update it as needed and attach a copy of it to this form. If you are unable to locate the job description within your department, please contact Human Resources at x7517.

If the position is new, please draft a new job description and review it with the HR Director to determine the salary and grade level.

Note: This request cannot be processed until a current position description is submitted.

Employment Status

Administrative

Support Staff

Physical Plant

Security/Police

9-month

10-month

12-month

Other

Regular hours worked: _____ to _____

Proposed Salary Range (for Administrative positions only):

GL Account # to be paid from:

Available Balance: _____ as of _____ (date)

Distinguishing Characteristics (special hours required, working environment, travel):

List any job responsibilities that require physical demands (for example, stand more than 50% of workday, ability to lift up to 40-lbs, etc.):

Supervision of Others

List the number and title for position(s) that directly or indirectly report to this position (i.e. 3 support staff, 4 programmers, 2 student workers, etc.)