

**Section A: Position and Budget Control**

Position Title: \_\_\_\_\_  New  Currently Filled  Vacant

Currently or last held by (skip if new) \_\_\_\_\_

Current salary budget \$ \_\_\_\_\_ Desired salary budget \$ \_\_\_\_\_ Increases salary budget by \$ \_\_\_\_\_

Current benefit budget \$ \_\_\_\_\_ Desired benefit budget \$ \_\_\_\_\_ Increases benefit budget by \$ \_\_\_\_\_

Full Benefits  Statutory Only Budget Fund/Orgn/Acct \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ effective \_\_\_\_/\_\_\_\_/\_\_\_\_

Position number \_\_\_\_\_  Full time  Part time  Exempt  Non-exempt  Tenure track  Temporary through \_\_\_\_\_

Remarks:

Approvals (each is to sign and date)

Request denied:

Officer \_\_\_\_\_

HR \_\_\_\_\_

VPFA \_\_\_\_\_

President \_\_\_\_\_

**Section B: Recruiting**

Internal Promotion  Internal Transfer  OK to advertize

Remarks:

**Section C: Finalist Interviews**

HR involved in finalist interviews, or

HR consulted on

- Illegal questions
- Non-US citizen in finalist pool (longer lead time required)
- Explanation of benefits
- Information sheet required prior to hire (background checks, E-verify, etc.)
- Language in offer letter

Remarks:

**Section D: Offer**

Final approval to offer given by \_\_\_\_\_ at salary/wage of \$ \_\_\_\_\_ (attach offer letter)

Accepted by \_\_\_\_\_ Phone \_\_\_\_\_ (cell phone preferred)

Requirements to complete before first day of work  To do  Done

- Background check  Job description, application/resume on file  Completed Application
- Drug test, if needed  Credit check, if needed

Requirement completed on days 1, 2 or 3 of work:  E-verify clearance by \_\_\_\_\_  Benefits sign up by \_\_\_\_\_

Attach extra pages as needed.