

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 budget by \$ _____

Full Benefits Statutory Only Budget Fund/Orgn/Acct _____/_____/_____ effective ____/____/____

Position number _____ Exempt Non-exempt Tenure track Temporary through _____ Part time

Remarks

Approvals (each is to sign and date)

Officer _____ HR _____

Business Office _____ President _____

Section B: Recruiting

Internal Promotion Internal Transfer Try first to fill from existing applicant pool 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.