Position Type:  □ Regular Full-time  This Position is:  □ New
□ Regular Part-time  □ Replacement for:  ______________________
□ Other:  ______________________

Position Title:  ______________________
Department/College:  ______________________

Employee Class Code:  __________
Salary Grade:  __________
Job Description No:  __________

Hiring Range:  __________ to  __________
Salary Grade Minimum  Salary Grade Midpoint
Start Date:  __________

Work Schedule:  Hours per week:  __________ Days of Week:  __________
(i.e. 35 hour work week, Monday through Friday, 8:00am to 4:30pm)
Hours:  __________

Comments:  ______________________

NOTE: Contact your designated HR Manager to update the position’s formal job description.

INTERVIEWING INFORMATION:

Primary Interviewer/Contact Name:  ______________________
Phone:  ______________________
Primary Interviewer/Contact Email Address:  ______________________

Committee Members:  ______________________

BUDGET INFORMATION:

Position Number:  __________
Budgeted Salary Amount:  __________
Approved Date to Hire:  ______________________
(To be completed by the Budget Office)

LABOR DISTRIBUTION

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORG</th>
<th>ACCOUNT</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:  ______________________

HRD ACTIONS

Date Received:  ______________________
Date Posted:  ______________________
Date Filled:  ______________________
Person Hired:  ______________________
Start Date:  ______________________

APPROVALS

Initial Author:  ______________________
Dept/College Approval:  ______________________
Senior Officer:  ______________________
Budget Office:  ______________________

Comments:  ______________________

Classification Code:  ______________________

Start Date:  ______________________
Starting Salary:  ______________________

Revised: October 2017