



Position Recruitment and Search Form for Benefitted Employees

A. Position Information: (For non-faculty positions: Attach a copy of Human Resources Position Evaluation Memo and approved job description. For faculty: Attach the e-mail from the Provost approving the description of duties, rank and salary range.)
When seeking to fill a temporary, non-benefitted position, please complete the **Non-Benefitted Staff Requisition Form**.

1. College/Unit: Hiring Department
 Hiring Manager* Recruitment Coordinator* Phone #

*See definitions on instructions page.

2. Position Title: Working Title (if different from position title)

3. Position Classification: Faculty Non-Unit Professional Grade Classified Grade
 Tenure Status (Faculty): With Tenure (pending BOT approval) Tenure Track (TDY) Non-Tenure Track

4. Appointment Basis: Calendar Academic 43 Weeks

5. Position Status: Position # Previous Incumbent New Position
 Previous Incumbent Name: Last Salary

Regular/Benefitted Temporary/Benefitted Full-Time: 37.5 hours 40 hours Part-Time: % of FTE/Hours

6. Salary Range:
 A) Professional/Non-Unit/Faculty Annual Hiring Range: Minimum \$ First Quartile \$ Maximum \$
 B) Classified Bi-weekly, step 1:
 C) Appointment Duration: From To

B. Funding Source: (This section must be completed by the hiring department) Fund Code Department ID
 Restricted (grant) % Project/Grant ID Grant End Date
 Unrestricted (state, GOF, other) % Speedtype(s)

C. Work Space: Work location of employee: Building Floor Room #
 Will a Space Request Form be submitted to modify existing space or request new space? Yes No

D. Interview Exchange Posting: Indicate length of posting: Minimum Required Posted for 30 days Posted until filled (Faculty only)

E. External Posting Requests: Please indicate where this position is to be advertised. For staff: external advertising costs will be charged to the hiring department. For faculty: payment will be from the Provost's funds unless otherwise determined or negotiated. *If placing an ad on an external site, HR recommends the posting deadline on Interview Exchange be the same as any outside deadlines (generally 30 days).

Check here if you would like HR to provide advertisement recommendations.

Publication Name	URL	*Posting Timeframe	Speedtype

F. Additional Recruitment Efforts: Please describe any additional recruitment efforts the department will be participating in (e.g., networking events, job fairs, affinity groups, listserv distribution, social media, etc.)

G. For PSU Positions: Indicate number of candidates in final round as requested by the Hiring Manager (normally three but never more than five):

H. Search Committee: *Please include name, department and e-mail address. For PSU positions, identify which member is in the PSU with an asterisk after their name.* See further requirements on the Instructions page.

The Recruitment Coordinator will forward the names of Search Committee members to ODI separately. (Access to Interview Exchange will not be granted to anyone until the full Search Committee is approved by ODI.)

Search Committee Chair	Name	Department	Email Address

Search Committee Members	Name	Department	Email Address

- Choose one:
- A search committee will be appointed. The recruitment coordinator will not serve on the committee, however will need access to Interview Exchange for administrative purposes only. (Access to Interview Exchange will not be granted to anyone until the full Search Committee is approved by ODI.)
 - A search committee will not be appointed; therefore, the Hiring Manager will need access to Interview Exchange. (For CSU and PSU positions at a grade 28 or below ONLY.)
 - A search committee will not be appointed; however, the recruitment coordinator will need access to Interview Exchange for administrative purposes only. (CSU positions and PSU positions at a grade 28 or below ONLY)

I. Approvals: All Signatures are required in the order listed below:

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|-----------------------------------|-------|--|
| 1. Hiring Department Head | Date: | |
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| 2. Dean (if applicable) | Date: | |
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| 3. Vice Chancellor/Provost | Date: | |
| | | |
| 4. a. Budget & Financial Planning | Date: | |
| | | |
| b. ORSP (if grant funded) | Date: | |
| | | |
| 5. Chancellor (if applicable) | Date: | |
| | | |
| 6. ODI signature | Date: | |
| | | |
| 7. HR signature | Date: | |
| | | |

Union Code

Authorization #

Instructions

Complete the Position Recruitment and Search Form in accordance with the Revised “Department Hiring Policy for Benefitted employees, FY14-HRS-004-01” as found at www.umb.edu/hr.

Prior to completion of the *Position Recruitment and Search Form*, the Department Head should determine the need for the position and confirm the job description/description of duties, position grading/rank and assignment of a salary range from HR for staff and Provost for faculty.

A. Position Information:

1. Enter the College or Unit, Hiring Department, Hiring Manager, and the Hiring department's Recruitment Coordinator and phone number. The **Hiring Manager** is generally the direct supervisor. The **Recruitment Coordinator** will serve as the liaison to HR and the ODI for all questions regarding the hiring process. The Recruitment Coordinator will serve as the point person for all administrative questions.
2. **Position Title:** Enter position title and working title if there is one.
3. **Position Classification:** If faculty, include tenure status. If Professional, include grade. If Classified, include grade.
4. **Appointment Basis:** select appointment basis.
5. **Position Status:** Include position # for all positions. If there is a previous incumbent, include the name and last salary. Use the following definitions to complete the balance of #5.
 - a. **Regular:** Benefitted positions which are anticipated to be continuous and long term.
 - b. **Temporary:** Benefitted positions which are anticipated to be short-term (12 months or less) or grant-funded positions.
 - c. **Part-Time:** Salaried appointment that is less than 100% time; indicate percentage of time to be worked in a week.
 - d. **Benefitted:** Must be 50% time or greater, duration must be at least 90 days and funds must support benefits.
6. **Salary Range:** If a professional position, please list minimum and maximum annual rate of pay for that salary grade. If a classified position, please list Step 1 rate only.

B. Funding Source: The Recruiting Department MUST complete this information, including identifying % of type of funds. If grant funded, an end date must be provided.

C. Work Space: In order to be sure there is space provided for this position, include the information on building, room, etc.

D. Interview Exchange: All positions must be posted on Interview Exchange. Departments should list the length of the posting. According to respective collective bargaining agreements, classified staff positions are posted for a minimum of 10 calendar days and professional staff positions are posted for a minimum of 7 business days. All other positions will be posted in accordance with best practice for a minimum of 2 weeks (10 business days.) If the department is interested in contributing text to the posting, submit the ad text, which should include a brief description of the job, project and college/department electronically, to HR Senior Employment Specialist.
All positions must be posted unless specifically waived by the Office of Diversity and Inclusion, and Union if applicable. Please attach to this form a narrative explaining the request to waive the posting.

E. External Posting Requests: If departments want to post their positions externally, complete this section. Otherwise, the position will be posted on Interview Exchange only.

F. Additional Recruitment Efforts: If the department will be participating in job fairs, etc., describe in this section.

G. For PSU Positions: According to the collective bargaining agreement at the time of posting, the hiring manager must declare the number of finalists she/he is requesting. Include that number.

H. Search Committee: The committee information is collected at this time to insure that search committee members will have immediate access to Interview Exchange when the position is posted, however, it is not required. For PSU positions, identify which member is in the PSU. Please note that per PSU contract (Section 14.4 --Filling of Bargaining Unit Vacancies), “the department/unit head will not be on the search committee, except in unusual circumstances.” PSU staff positions Grade 28 and below and Classified staff positions: These do not require a search committee; however, if one is appointed, it must be included on this form.

I. Approvals: Departments should submit this completed form for approvals to the Hiring Department Head, Dean (if applicable), and Vice Chancellor/Provost who will submit to Budget and Financial Planning or Office of Research and Sponsored Projects, who will submit to ODI and HR.