

Request to Recruit

Date

Supervisor Name

Email

Phone Number

RA/Budget Officer

Posting Reason:

Funding Type

Appointment Type:

Org Node

Unit/ORU

Appointment Information

Job Code:	Job Title:	Working Title
Step/Grade	FTE:	Proposed Annual Pay*:
Incumbent Name:	Background Check Required <input type="checkbox"/>	Funding requires US Citizen <input type="checkbox"/>

Chartstring	Check if E-Verify	Percent of Appointment	Budgeted FTE
	<input type="checkbox"/>	%	<input type="checkbox"/>
	<input type="checkbox"/>	%	<input type="checkbox"/>
	<input type="checkbox"/>	%	<input type="checkbox"/>
	<input type="checkbox"/>	%	<input type="checkbox"/>
	<input type="checkbox"/>	%	<input type="checkbox"/>

Please check to confirm the following documents are attached:

 Job Description

 Organization Chart

 PEM

 Position Number _____

Interview Team Members:	Advertisement Preferences:
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Comments:

Approvals	Signature	Date
Supervisor		
PI		
RA/Budget Officer		
Human Resources		

HR Use Only

Date Entered:

Position #:

Requisition #

**All salary offers require HR approval*