

Staff Position Posting Request Form

1. Fill in all fields and save. Incomplete forms will be returned.
2. Email form to Project Manager(s) for approval(s).
3. PDF form needs to be saved after each digital signature
4. If applicable, forward signed form to grantsandcontracts@utrgv.edu for approval.
5. Forward signed form to positioncontrol@utrgv.edu for review of budgets and position information.
6. Position Control will forward form to Recruitment & Staffing for processing.

SECTION 1 - REQUESTOR INFORMATION (Individual filling out this form.)

Name: _____ Title: _____
 Email Address: _____ Phone: _____

SECTION 2 - PLANNING AND ANALYSIS POSITION INFORMATION:

New - Attach JDQ Letter or Approved Job Audit Request Form. President's approval of new non-restricted funded position will be obtained through Budget Revisions.

Replacement of Position # _____ Previous Incumbent: _____
 If Position was reclassified attach approved Job Audit Request Form.

Provide Job Class Code and Title as shown on classified Payplan (A&P job information can be obtained through HR-Compensation):
<https://webapps.utrgv.edu/ba/jobcodes/index.cfm?event=jobcodes.view.public>

Job Class Code: _____ Title: _____ Number of vacancies: _____ FTE: _____

Department: _____ Division: _____

Reports To Position and Title: _____ Reports To Name and EID: _____

Budget Annual Salary: _____ Primary Work Location: _____ Room #: _____

Funding Information: (If additional lines are needed, attach additional form)

Cost Center/Project		%	Cost Center/Project Manager Signature	If Grant	
Number	Title			Start Date	End Date

Grants & Contracts Office approval if needed: _____

If current Budget is not sufficient, how will increase be funded? Provide BR#: _____

Additional Comments: _____

Planning and Analysis use only: Position #: _____	P&A Signature: _____
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SECTION 3 - RECRUITMENT AND STAFF POSTING INFORMATION:

Date this position became vacant: _____ Proposed Hire Date: _____

Talent Pool: _____ Date position should be posted on UTRGV website: _____

When should the position be removed from UTRGV website (*All Positions Must Be Posted For A Minimum Of 3 (Three) Calendar Days*):
 _____ Date: _____

Full name of the direct supervisor of the individual being hired for this position: _____

Full name of the individual(s) who will be reviewing applications and be responsible for moving candidates through the workflow:

Full name of each search committee member:

Additional Comments:

