REQUEST FOR STAFF HIRE IF RECRUITING

(If you'd like to use this as a fillable form, please open it with Adobe)

Requested by:	on _		
Faculty/Staff		Date	
This request is to:			
Fill a vacant position			
If so, who previously	filled the position?		
Create a new position			
UT Job Title:			·
Working Title (optional):			
Account no.(s) to pay salary (require	ed):		
Account no. for incidental expenses	(required; must er	nd in 50-59)	
Earliest Possible Start Date:		 	
End Date (if applicable):			
Position open to (choose one):	LBJ School Employ		O.I.I.y
Annual Salary Minimum:			
Annual Salary Maximum (unpublish	ed):		
Hours per Week:			
Supervisor's Name:			
Is this a direct report to the Dean?	Yes	No	
IMPORTANT: If this is a direct report to the hire of the individual selected.	the Dean, an offer mu	ist not be made until t	he Provost's Office has approved
Will this position require access to t			travel authorizations and
reimbursements, purchase orders,	office supplies, etc.)? Yes	No

Description Summary	
sponsibilities (please assign a percentage to each responsibil	ity; the total must add up to 100%):
%	
%	
•	
%	

%			
%			
	_		
Required Qualific	cations:		

Preferred Qualifications:		
Working Conditions: May work around standard office of workstation. Use of manual dexterity. [Add any addition nights and weekends, etc.]		
*NOTE: If office space is needed, please consult with To	mas Gomez, tgomez@aus	tin.utexas.edu
Signature or Electronic Signature of Mgr. or Designee	Date	_
Signature - Approved by CBO or Dean	 Date	_

 $\textit{Please submit this form to } \underline{\textit{lbjhr@austin.utexas.edu}}.$