

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 (required): _____

Account no. for incidental expenses (required; must end in 50-59) _____

Earliest Possible Start Date: _____

End Date (if applicable): _____

Position open to (choose one): All Applicants UT Employees Only

LBJ School Employees Only

Annual Salary Minimum: _____

Annual Salary Maximum (unpublished): _____

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 Dean, an offer must not be made until the Provost's Office has approved the hire of the individual selected.

Will this position require access to the Mainframe (i.e. DEFINE, processing travel authorizations and reimbursements, purchase orders, office supplies, etc.)? Yes No

Job Description Summary

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Responsibilities *(please assign a percentage to each responsibility; the total must add up to 100%):*

____ %

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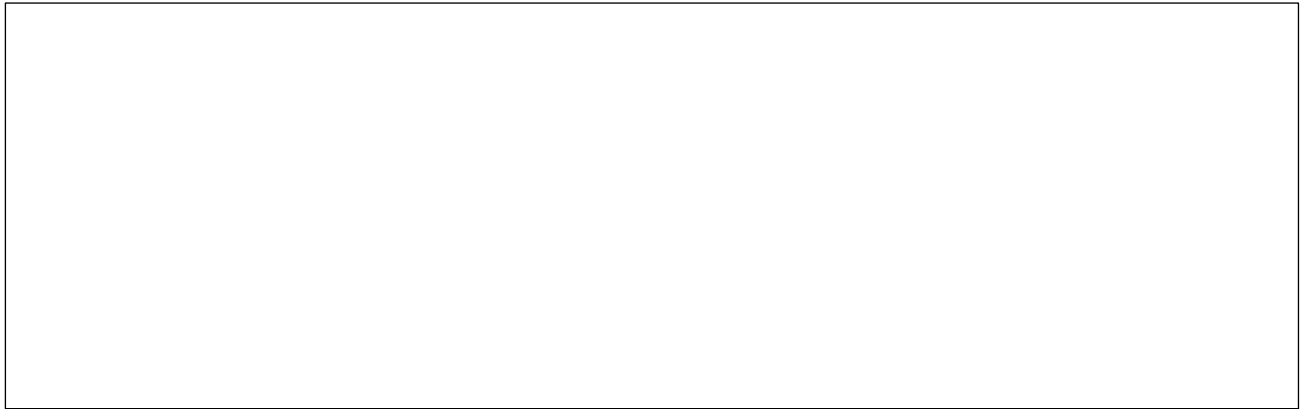
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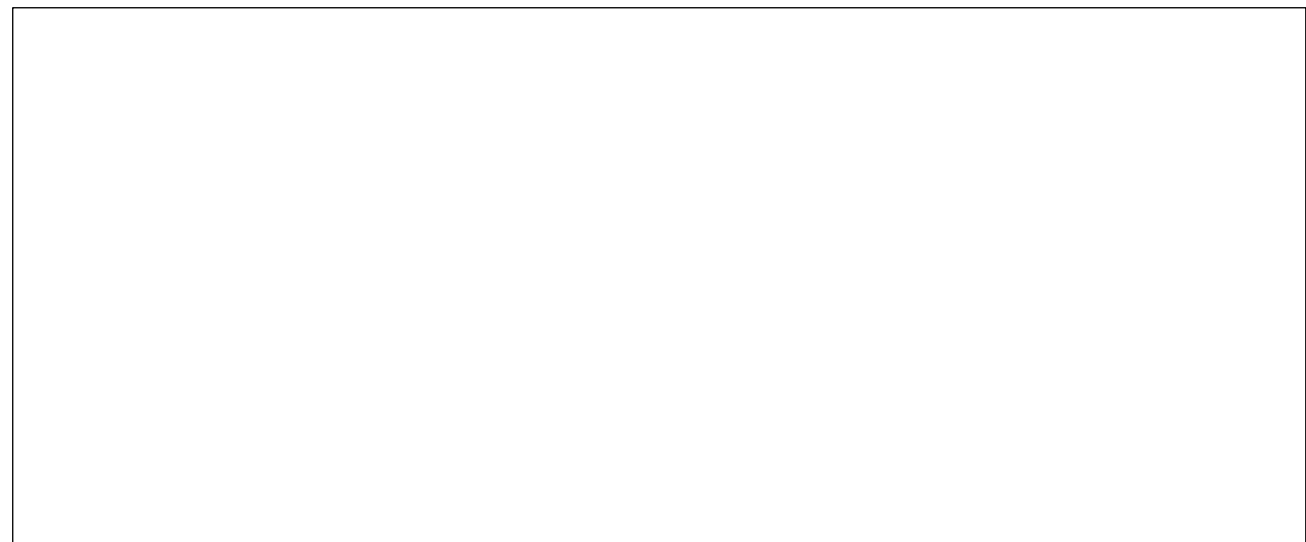
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Required Qualifications:

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Preferred Qualifications:

Working Conditions: May work around standard office conditions. Repetitive use of a keyboard at a workstation. Use of manual dexterity. *[Add any additional work conditions, such as travel, work on nights and weekends, etc.]*

***NOTE:** If office space is needed, please consult with Tomas Gomez, tgomez@austin.utexas.edu

Signature or Electronic Signature of Mgr. or Designee

Date

Signature - Approved by CBO or Dean

Date

Please submit this form to Gary Moberg in HR at garymoberg@austin.utexas.edu