

HR – Recruit/Post a Position Request

Request Information

Requester UT EID: _____ Requester Name: _____

Request Notes: _____

General Information

Background Check Account: _____

Job Information

Link to Job Codes: <http://utdirect.utexas.edu/pnjd/index.WBX>

Job Code: _____ Job Title: _____

Hours per Week: _____

Position Information

Position Effective Date: _____

Position Duration: _____

Location

Administrative Location

Building Code: BEL Floor: _____ Room: _____ Phone: _____ Mail Code: D3700

Work Location (if different from above): _____

Work Schedule

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Workday Begin: _____

Workday End: _____

Reporting Structure

Reports to Unit Code: 1120 ___

Department URL: <https://education.utexas.edu/departments/kinesiology-health-education>

Area URL: _____

Reports to Position ID: _____

Reports to Incumbent: _____ Phone Number: _____

Secondary Reports to Position ID: _____

Secondary Reports to Incumbent: _____ Phone Number: _____

General Position Notes (Optional)

Salary and Funding

Pay Type: Hourly Monthly

Proposed Minimum Starting Salary: _____ Proposed Maximum Starting Salary: _____

Proposed Non-Published Maximum Salary: _____

Funding Accounts			
Account Number	Distribution (%)	Begin Date	End Date

Purpose and Function

Describe the purpose of the proposed position:

Position will require driving a personally owned vehicle? YES NO

Essential Functions	
Description	Percent Time
	=100%

Describe any marginal/incidental functions of this position:

Position will supervise employees: YES NO

Qualifications

Required Qualifications:

Equivalent combination of education and experience may be substituted as appropriate:

YES

NO

Preferred Qualifications:

Working Conditions

Environmental Demands (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> May work in all weather conditions | <input type="checkbox"/> May work around chemicals |
| <input type="checkbox"/> May work in extreme temperatures | <input type="checkbox"/> May work around biohazards |
| <input type="checkbox"/> May work around chemical fumes | <input type="checkbox"/> May work around standard office conditions |
| <input type="checkbox"/> Uniforms and/or personal protection equipment (furnished) | |
| <input type="checkbox"/> May work around electrical and mechanical hazards | |

Physical Tasks (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Use of manual dexterity | <input type="checkbox"/> Climbing of ladders |
| <input type="checkbox"/> Climbing of stairs | <input type="checkbox"/> Lifting and Moving |
| <input type="checkbox"/> Repetitive use of a keyboard at a workstation | |

Additional Working Conditions:

Equipment Required:

Justification

Describe how this position fits into the organization (or attach copies of before and after organizational charts):

Justification for this position:

Recruiting

Posting Effective Date: _____

Keep this posting open for 5 business days Keep this posting open until _____

Delegates			
<i>Note: A Delegate is a UT employee who can view applicant information for a posting.</i>			
Delegate Name	Delegate UT EID	Notify on Final Approval?	
Jenny Ann Eskew	je2892	<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO

Additional Materials Submitted by Applicants

Note: Résumés are always required.

- Letter of interest
- Work reference name(s) and contact information
- Other materials

Test Requirements

Spelling score: _____

Typing score (wpm): _____