Request for New Hire

Instructions: Please provide as much information as possible. Job functions must relate very closely to those of UT Austin's generic job description for the new position.

Date: _____

Submitted by: _____

If there are any questions, whom should OADR contact? _____

Job Details

Hours per week: _____   Variable   Flexible   Standard

Official UT Job Title: _____

Job Code: _____

Internal Job Title: _____

Number of Positions requesting: _____ Location (City, State): _____

Effective Start Date: _____

If the position expected to have a specific end date   YES   NO

If yes, please list expected end date: _____

Funding Subject to Renewal: YES   NO

Renewal Date Known: YES   NO

Funding

Project Name: _____

Project Account Number: _____

Background Check Account Number: _____

Proposed Annual Salary: _____

Purpose – Describe the purpose of the positions (250-character limit):

Functions – List the essential functions of this position, along with the percent time devoted to each function. Each essential function must not be more than 250 characters long.

% Time: Total should equal 100%	**Description of Function:** Please refer to the generic job description and job code specifications for this new hire request.
	TOTAL

Will this person supervise?   YES   NO

If yes, please select all that apply:

    Employees   How Many? _____

    Students   How Many? _____

    Evaluate

    Discipline

    Other (Please describe): _____

_____

Description of Organizational Change:

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Required Qualifications:

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Driving a UT or personally owned vehicle is an essential function of the position   YES   NO

Preferred Qualifications:

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Justification: Please state the rationale for this position. Example: This position is needed to assist the Program Coordinator and the Principal Investigator in critical day to day research and administrative functions as required by the sponsored project.

NOTES *(Please any additional items you believe to be important in the posting of this position)*: