



HIRING UNIT:  
BUDGET ENTITY:  
If non-E&G, Project Name:

POSITION NUMBER #:  
ANTICIPATED START DATE:  
RECRUITMENT PERIOD:  
Start:                      End:

LOCATION:  
HOME DEPARTMENT #:  
LIABILITY DEPARTMENT #:  
FUNDING DEPARTMENT #: 1                      %  
FUNDING DEPARTMENT #: 2                      %  
FUNDING DEPARTMENT #: 3                      %

End date if C&G:  
End date if C&G:  
End date if C&G:

**FACULTY POSITION**    9-month    12-month

RANK:  
APPOINTMENT TYPE:  
ADMINISTRATIVE TITLE:  
MINIMUM SALARY:  
ANTICIPATED STARTUP AMOUNT\*:

MAXIMUM SALARY:  
FUNDING SOURCE(S):

**STAFF POSITION:**    A&P    USPS

REQUESTED TITLE:  
HR APPROVED TITLE:  
APPOINTMENT TYPE:

FTE:  
PAY GRADE MINIMUM:  
DESIRED SALARY:

**OPS HOURLY & CONTRACT POSITION:**

EMPLOYEE NAME:    EMPLID:    EMPLOYEE GROUP:  
NEW HIRE/REHIRE:    FTE:    HOURLY RATE/SALRY:

**SIGNATURES:**

DEAN OR DESIGNEE:    SIGNATURE:  
HIRING OFFICIAL:    SIGNATURE:

CCIE RESEARCH (only if C&G funded):

NAME:    SIGNATURE:

**CCIE HR COMMENTS:**

**Selected Candidate:**    Start Date:    Salary:  
Start Up Amount:    Reports To:    Office Assignment (Bldg./Room):  
Phone Extension:

Hiring Results/Comments: