REQUEST TO OPEN POSITION FOR HIRING

Each section must be completed before any action to open the position will be taken. Please call Human Resources for assistance.

DEPARTMENT: __________________________

BUDGET # CHARGED: ____________________ POSITION NUMBER ________________

TYPE OF POSITION: (Check one in each column)

<table>
<thead>
<tr>
<th>Current</th>
<th>Exempt</th>
<th>Regular</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Non-Exempt</td>
<td>Temporary</td>
<td>Part Time</td>
</tr>
</tbody>
</table>

TITLE: ____________________________________________ FTE: ______________

IF CURRENT POSITION: replacement for ____________________________________________

If a new regular position, has an additional position request form been approved by the Cabinet ___Yes ___No

If yes, Date Approved: ________________ Position Begin Date: ________________

Approved budget amount: $______________ Skill Code ________________

Fringe amount: $______________ Job Level ________________

Source of funding: budget # ________________ Soft Money ___ Yes ___ No

PRIMARY CAMPUS WORK LOCATION:

___NORTHFIELD
___OFF CAMPUS

Requested By: ____________________________

APPROVED ______________________________

For the Department (Date)

APPROVED ______________________________

Cabinet Member (Date) Director of Human Resources (Date)