

Academic Hiring: Requisition and Position Description

Route this form to: See instructions below.	U Wide Form UM 1596 2/04
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Follow your college or administrative unit's procedures for the completion and routing of this form. Detailed instructions for completing and submitting this form can be found online at <http://www.umn.edu/ohr/employment/supervisors.html>

Department

Department ID	Department Name
Division/ Program Name	

Recruitment Scope (Hint: to select a box below, double click on the box and then choose "checked")

Scope of Search	<input type="checkbox"/> National	<input type="checkbox"/> Regional/Local	<input type="checkbox"/> University	<input type="checkbox"/> Unit	<input type="checkbox"/> No recruiting
Type of no search strategy requested (if no recruiting)	<input type="checkbox"/> Spousal/Partner	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Emergency (for President's use only)		
	<input type="checkbox"/> Current Employee hired to new or vacant position				
	<input type="checkbox"/> Current Academic Employee with non-renewal notice hired to vacant position				

Type of Position

Job Code	Classification Title (one per line)	Appointment		
		Term	Type	% Time
1.				
2.				
3.				
4.				

Working Title
(optional)

Questions About This Form and Communications About This Position Should be Directed to:

Empl ID	Name	Phone
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Position Description Detail

Number of Positions:	Expected Hire Salary	Application Deadline (month/day/year)	Anticipated Start Date
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Search Consultation and Approvals

<input type="checkbox"/> Consultation with Unit EOAA Liaison	Date
<input type="checkbox"/> Consultation with Unit HR Administrator	Date
<input type="checkbox"/> Approved/Consultation Department Head/Chair	Date
<input type="checkbox"/> Approved/Consultation Dean/Administrative Officer	Date

Position Description

(The following information must also be e-mailed to acadjobs@ohr.umn.edu if submitting this form via mail or fax. Detailed instructions for submitting this form can be found online at <http://www.umn.edu/ohr/employment/supervisors.html>)

Program/Unit Description (optional)

Duties and Responsibilities (required)

Required and Preferred Qualifications (required)

Application Instructions (required)