

REQUEST FOR FILLING A CIVIL SERVICE POSITION

Instructions: Please complete information below and send to System Office of Human Resources.

I. REQUEST: Please check appropriate box in sections (a), (b) **and (c)**

(a) New Position	(b) Initiate recruitment only	(c) Appointment Type:
Existing Position	Classification review pending recruitment	Permanent
	Continue recruitment (for temporary positions with NTE date)	Perm. but filling temporarily NTE Date: _____
		Temporary NTE Date: _____

II. POSITION INFORMATION: Enter any proposed changes to the position.

Position No. _____ Campus: _____
 Class Title: _____ Division: _____
 SR/BC: _____ BU: _____ Branch: _____
 Class Code: _____ Section: _____
 FTE: _____% Geographic Location: _____
 (Area/City and Island)

III. OTHER INFORMATION:

Work Week Schedule: _____ Work Schedule: _____
 (If other than Monday – Friday) (If other than 7:45am -- 4:30pm)

Former Incumbent: _____
 (or new position) (Name / Reason Left / COB Date)

Kuali Account Code: _____ Warrant Distribution Code: _____

Fund: General Revolving Other: _____
 Special Federal

IV. CERTIFICATION:

“ I certify that I have reviewed the position description and identified the essential functions in the position description and if necessary, updated to reflect the current duties and responsibilities.”

Name: _____
(Print Name of person appointing authority or designee)

Signature: _____
(Appointing Authority or Designee) (Date)

V. FOR SYSTEM OHR USE:

Selective certification approval (date): _____

Typing Driver's license CDL Forklift
 Lifting up to _____ lbs Other _____

Classification received (date): _____ Civil Service received (date): _____
 Classification and/or selective certification review Recruitment IVA announced (date): _____
 completed: _____ IVA closing (date): _____
 (Certifier's Initials) (Date)