

**New Position Request**

## **Position Information**

Department: **Choose an item.**

Working Title: **Click here to enter text.**

UCAP Title: **Click here to enter text.**

Regular  Extended Temporary (ETE)

Salary: **Click here to enter text.**

Expected Hire Date: **Click or tap to enter a date.**

## **Posting Information**

Determine Position Posting Details:

Post to FNSV Intranet or  N/A, (if in FNSV, explain why not: **Click here to enter text.**)

Post to Talent – Internal UA Only

Post to Talent – Specific Unit Only, which one: **Click here to enter text.**

Post to Talent – Internal UA & External

## **Justification for Position Replacement**

Justification for Hiring Waiver:

*Why is this role critical to fill now? Is this role part of institutional revenue-generating efforts? Does this role support critical research? What are the impacts to the unit if this is not filled? What services may be affected without this position?*

[enter justification here]

ETE Position – Transition Plan:

*If requesting the replacement of an ETE position (position which lasts between 6 months and 2 years), please explain your long-term plan to transition to the ending of the ETE position.*

[enter transition plan here, if applicable]

## **Routing & Approval Signatures**

**Please complete form fields and forward the Word document to Mary Moore to acquire the appropriate signatures (including submission through the Hiring Waiver process):** [**mmmoore@arizona.edu**](mailto:mmmoore@arizona.edu)**.**

Management\* / Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*If different than Leadership*

Leadership Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President (VP) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*FNSV Human Resources Use Only:*

Ada Korhonen, Director,

Organizational Administration & Shared Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_