



Staff Position Requisition

Job Posting Number _____
(to be completed by HR)

Form fits 10-point type

The Human Resources website, *Expresstrack* staff builder, <http://www.yale.edu/jobs> provides details about the hiring supervisor's obligations, Human Resources services, opportunities for assistance in the hiring process, and the current posting. Supervisors should visit this website before completing this form and again throughout the various steps of the hiring process. New sections will be added to this site regularly.

Position

Proposed University job title _____ Proposed job grade _____ Proposed job code _____
(optional) (optional)

Department job title (if different) _____ Department _____

Worksite address of position _____ Work phone _____ Mail code _____

Organization number (ORG) _____ [UFMIS school/department _____]
For Transitional Purposes Only

☐ Budgeted addition ☐ Budgeted replacement Name of previous incumbent _____ ☐ Unbudgeted

Category

☐ M&P ☐ C&T Excluded ☐ Regular M&P, less than 20 hours ☐ Cedarhurst Teachers
☐ C&T Local 34 ☐ Campus Police ☐ Regular C&T, less than 20 hours

Duration

☐ Regular

☐ Regular fixed duration: ☐ To _____ } ☐ Continuation Possible
Month Day Year
☐ One year from date of hire
☐ Other (see description)

Regular part-year (☐ 9, ☐ 10, or ☐ 11-month terms including vacation) Start _____ Finish: _____
Month Day Year Month Day Year

Work Schedule

Full-time: _____ Part-time: _____ Full-time equivalent: _____
☐ 37.5 hours ☐ 37.5 hours
☐ 40 hours (requires HR approval) Hours per week. _____ ☐ 40 hours (requires HR approval)
☐ 38.75 hours (AFT only) ☐ 38.75 hours (AFT only)

Days to be worked ☐ Mon ☐ Wed ☐ Fri ☐ Sun Daily schedule (hours) _____ - _____ Flexible schedule: ☐ Yes ☐ No
☐ Tue ☐ Thu ☐ Sat

Does a shift differential apply? ☐ Yes ☐ No If so, how is it calculated? _____

Responsible Parties

Person to whom this position reports

NAME _____ TITLE _____

CAMPUS ADDRESS _____ PHONE NUMBER _____ FAX NUMBER _____ E-MAIL ADDRESS _____

Person to whom applications should be sent (if different from above)

NAME _____ TITLE _____

CAMPUS ADDRESS _____ PHONE NUMBER _____ FAX NUMBER _____ E-MAIL ADDRESS _____

Approval

When completed, forward to the business manager for approval. It is then the responsibility of the business manager to secure any other approvals prior to submission to Human Resources. Once all school approvals are secured, the business manager or assistant business manager must forward the requisition to Human Resources. (see below)

Requesting supervisor

Business manager who has budgetary authority

PRINT OR TYPE NAME

PHONE

PRINT OR TYPE NAME

PHONE

SIGNATURE

DATE

SIGNATURE

DATE

When fully authorized,
send to appropriate
Human Resources Office:

Dept. of Human Resources (Central/Science/Nursing)
Compensation & Classification Section
155 Whitney Avenue ? 432-5717
HRCentral@yale.edu

School of Medicine
Dept. of Human Resources
153 College Street ? 785-3842
HRMedical@yale.edu

Sterling Memorial Library
Library Personnel Services
120 High Street ? 432-1810
HRLibrary@yale.edu

Position Description

Please write below or attach specific position description with the following information:

A. Briefly state the general purpose of the position.

B. List the essential duties in order of importance.

Qualifications

☐ Please use the minimum experience/ education associated with the position as classified.

	MINIMUM REQUIRED	PREFERRED
Additional experience:		
Additional education:		
Skills & Abilities:		
Other: (physical requirements, certifications, or licenses, pre- employment drug test)		