

The authority to approve position recruitment and hiring decisions resides with the Chancellor, who will exercise authority in consultation with the designated working group and oversight. All positions must be approved prior to posting. Please complete all fields of this form before submitting.

Job Posting Request Process:

1. Complete all fields in the posting and position prioritization section
2. Route the completed Job Posting Request form, for signatures via Adobe Sign. Signature routing should be in the following order:
 - a. Essence Floyd, efloyd@uncfsu.edu
 - b. Sheila Wright Zeigler, swrightzeigler@uncfsu.edu
 - c. Sandra Williams, swilli43@uncfsu.edu
 - d. Hector Molina, hmolina@uncfsu.edu

You will be notified by HR -Employment when your position has been approved and posted to the FSU jobsite.

Posting Information:

Position Title (Official/Banded): _____

Position Number: _____

Position Type: Choose an item.

Position Base Salary: \$ _____

Funding Source: Choose an item.

Position Prioritization

Priority for recruitment and hiring shall be guided by alignment with the University's core mission of student success. Positions supporting academic instruction and direct student engagement will be given precedence.

Date Job became Vacant? _____

Position Classification: Choose an item.

If selected other administrative classification, please provide detailed justification for your request.

APPROVALS:

Title	Signature	Date
Human Resources (efloyd@uncfsu.edu)		
Classification and Compensation (swrightzeigler@uncfsu.edu)		
Budget (swilli43@uncfsu.edu)		
Chief Operating Officer (COO) (hmolina@uncfsu.edu) (Following consultation and approval by Chancellor)		

HR Use Only:

(Offer of employment for SHRA positions must be given within Sixty (60 days) of posting closing date. EPS candidates must receive offer within (120 days) of posting opening date. Faculty start dates will be for the following semester.) Positions not filled by the projected hire date will be cancelled.

Posting Open Date: Click or tap to enter a date.

Posting Closing Date: Click or tap to enter a date.

Projected Hire Date & last Date to Fill Position:

Indicate if Position Counts against the Administrative Cap or is Exempt based on the JCAT code:

Notes: