Create New Job Opening

Fields with an asterisk are required.

Primary Job Opening Information

Job Opening Type:

Business Unit:

Department:

Job Family:

Position:

Official Title (Job Code):

Posting Title:

Opening Information

*Openings to Fill:　　　　　　　　　Target Openings:　　　Available Openings:

Establishment ID:

Underutilized (AA Goals): ☐　　　　　　　Job Group:

UWEX-CE Program Area:

Location:　　　　　　　　　　Recruiting Location:

*Employee Classification:　　　Desired Start Date:　　　　　　Encumb. Dt:

Projected Fill Date:　　　　　　　mm/dd/yyyy　　Date Authorized:　　　　　　　mm/dd/yyyy

Referral Program ID:　　　　　　　Recruitment Contact:

Positions

*Descr	Position Number	Primary Position
		☐
		☐
		☐
		☐

Create New Job Opening

Employees Being Replaced

Name

Empl ID

Waiver Hire: ☐

Waiver Reason:

Pay Basis:

Continuity:

*Seasonal?

Funding and FTE

*Effective Date:

mm/dd/yyyy

Effective Sequence:

FTE %:	Funding Dates:		Fund:	Prog:	Dept ID:
		to			
		to			
		to			
		to			
		to			

Proposed Min. Salary:

Proposed Max. Salary:

Essential Justification:

NOTE: There is currently not a field for 7 alpha/digit code for the Project funding. This alpha/digit code can be entered under the Essential Justification field for recordkeeping purposes.

Additional Job Specifications

Job Code:

☐ Primary Job Code

Staffing Information

Schedule Type:

Regular/Temporary:

Begin Date:

mm/dd/yyyy

End Date:

mm/dd/yyyy

Shift:

Hours:

Work Period:

Travel Percentage:

Salary Information

Pay Frequency:

Currency:

Create New Job Opening

Additional Job Specifications

Job Code: [   ]   ☐ Primary Job Code

Staffing Information

Schedule Type: [   ]   Regular/Temporary: [   ]

Begin Date: [   ] mm/dd/yyyy   End Date: [   ] mm/dd/yyyy

Shift: [   ]   Hours: [   ]

Work Period: [   ]   Travel Percentage: [   ]

Salary Information

Pay Frequency: [   ]   Currency: [   ]

Additional Job Specifications

Job Code: [   ]   ☐ Primary Job Code

Staffing Information

Schedule Type: [   ]   Regular/Temporary: [   ]

Begin Date: [   ] mm/dd/yyyy   End Date: [   ] mm/dd/yyyy

Shift: [   ]   Hours: [   ]

Work Period: [   ]   Travel Percentage: [   ]

Salary Information

Pay Frequency: [   ]   Currency: [   ]

Assignments

Recruiters

Name	Recruiter ID	Primary
[ ]	[ ]	☐
[ ]	[ ]	☐
[ ]	[ ]	☐

Create New Job Opening

Hiring Managers

Name	Manager ID	Primary
		☐
		☐
		☐
		☐
		☐

Interviewers

Name	Interviewer ID

Interested Party

Name

Name:

Signature:

Date: mm/dd/yyyy