**Overview:**

Prior to extending a job offer or transferring a current employee, please review open positions on the Staffing tab of the Supervisory Organization either under the Superior or Subordinate level. If additional positions are needed for new hires, complete this form and submit to Human Resources.

|  |  |
| --- | --- |
| Submitted by:  |  |

|  |  |
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| Anticipated date of hire: |  |
| Name of Supervisory Organization (Who will this position report to):  |  |
| Job Title (Include I, II or III, if relevant):  |  |
| Exempt/Non-Exempt: |  |
| Number of openings:  |  |
| Location Name: |  |
| Worker Type (Employee/Contingent Worker): |  |
| Employee Type (Regular/Temporary/Seasonal):  |  |
| Pay Grade or Compensation: |  |
| 10 or 12 month: |  |