

## Position Template

All positions and job opening requests must be submitted to the FAES HR Service Center by Friday at 5:00 PM in order to post Saturday of the following week. The FAES Service Center will approve and enter your requests. You will receive a notification of the new position number and/or job requisition number once the process has been completed.

New Position

Update Existing Position

Position Details			
Position #	<input type="text"/>	Job Code/Classification	<input type="text"/>
Salary Admin Plan/Range	<input type="text"/>	Work Location (3 or 4 digit code or EXT County)	<input type="text"/>
Standard Hours	<input type="text"/>	Department	<input type="text"/>
Reg/ Temp/ Term	<input type="text"/>	Appointment Length	<input type="text"/>
Target Salary Range: Min	<input type="text"/>	Target Salary Range: Max	<input type="text"/>
Long Term Closure	<input type="text"/>	Short Term Closure	<input type="text"/>
Reports to Position #	<input type="text"/>	Working Title for Report To	<input type="text"/>
FLSA:	<input type="text"/>	Working Title for requested position	<input type="text"/>

Supervisory Responsibilities- List number of direct reports by Employee Group			
Managers/Directors	<input type="text"/>	Non-Supervisory Professional Staff	<input type="text"/>
Undergraduate Students	<input type="text"/>	Supervisors	<input type="text"/>
Support Staff	<input type="text"/>	Graduate Students	<input type="text"/>

Job Details			
Number of Openings	<input type="text"/>	Desired Start Date	<input type="text"/>
Posting Contact Empl ID	<input type="text"/>	Preferred Internal Candidate	Yes      No
Posting Date	<input type="text"/>	Posting Duration	<input type="text"/> weeks

**Detailed Position Description**- *Please avoid bullets.*

**Detailed Job Description** -Total percentages must equal 100%. *Please avoid bullets.*

%

%

%

%

%

%

%

%

Total

<b>Education &amp; Experience</b>			
-----------------------------------	--	--	--

Minimum Education Required			OR equiv educ/experience
----------------------------	--	--	-----------------------------

Additional Education Desired			OR equiv educ/experience
------------------------------	--	--	-----------------------------

#1 Major		#2 Major	
----------	--	----------	--

<b>Required Experience</b>			
----------------------------	--	--	--

--	--	--	--

<b>Desired Experience</b>			
---------------------------	--	--	--

--	--	--	--

<b>Comments</b>			
-----------------	--	--	--

--	--	--	--