



University of Alaska Position Requisition

REQ #: **(Completed by Department)**

Hiring Dept.: _____ TKL: _____ Contact Name: _____ Contact Phone: _____

Employee ID: _____ Contact Email: _____

Check one in each box:

- Regular Recruitment
- Emergency Hire
- Direct Appointment
- Casual Labor
- Reopen
- Seasonal Hire

- Internal
- External

- Regular
- Term-funded
- Temporary
- Student

- Full-time (12 months)
- Full-time (____ months)
- Part-time (12 months)
____ Hours per week
- Part-time (____ months)
____ Hours per week

New Position: Yes No If position is not new, replacement for: _____Current Evaluation on File: Yes No Job Evaluated (month/year): _____Position Number: _____ Single Pool Date Position Vacant: _____

Banner Employee Class: _____ Salary Grade: _____ Salary Step: _____

Position Class #: _____ Hourly/Biweekly Salary: _____ Annualized Salary: _____

Position Title (system): _____ Earnings Code: _____

Supervisor Name & PCN: _____ Phone: _____

Expected Hire Date: _____ Job Duration (if temp or term): _____ CIPC (faculty only): _____

State Occupation Code (NOC field): _____ Can relocation be paid: Yes No

	Fund	Org	Acct	Program Code	%
Labor					
Distribution					

If applicable, the following must be attached (incomplete packets will be returned):

- PD or essential duties
- Interview/Reference Check Questions
- Selection Committee Member List
- Vacancy Announcement
- Tests/Other Screening Criteria
- Target Recruitment Sources
- Media Advertisement
- Applicable Memos of Justification

Department/Hiring Authority: _____ Date: _____

Appropriate Administrative/Executive Level Approval: _____ Date: _____

(Completed by Personnel) PAAREQU

- | | | | | | | | |
|-------------------------------------------------------|-------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|------------------------------|---------------------|-------------------------------|
| <input type="checkbox"/> Active - External (AE) _____ | <input type="checkbox"/> Active - Internal (AI) _____ | <input type="checkbox"/> Canceled (CN) _____ | <input type="checkbox"/> Filled - External Search (FE) _____ | <input type="checkbox"/> Filled - Internal Search (FI) _____ | Open Application Date: _____ | Posting Date: _____ | Close Application Date: _____ |
|-------------------------------------------------------|-------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|------------------------------|---------------------|-------------------------------|

HR Recruiter _____ Entered by: _____ Date: _____

Budget: _____ Date: _____ Grants/Contracts: _____ Date: _____ Personnel: _____ Date: _____

EEO/AA: _____ Date: _____