

# Request for New Position

## FY 2019 (July 1, 2018 – June 30, 2019)

This form is used to request a position that does not currently exist or an addition to an existing position (e.g. FTE increase). A detailed job description listing the duties and responsibilities for the new position must accompany this request. In addition, please include an organization chart of the department to illustrate the relationship between this and other positions. The Human Resources office will have final approval of the appropriate job (title and grade) for the proposed position depending on the duties and responsibilities to be assigned.

**Proposed job title:**

**Reports to:**

**Location for position to reside:**

**Budget organization:**

**FTE:**

**Date of potential hire:**

**Additional accommodations or technology needs for this position:**

**Justification for establishing this position:**

Requestor's Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head/VP: \_\_\_\_\_

Date: \_\_\_\_\_

**For HR use only:**

Position Title:

Budget for Salary/Hourly Wage:

Budget for Benefits:

Grade:

Salary Range:

Forms Received: Job Description       Organization Chart

Position Approved

Position Conditionally Approved       Condition for Approval:

Position Not Approved