# **Please complete the following information and email to your Talent & HR Partner who will review and provide consultation. This may include salary benchmarking as needed. This process must be completed with Finance approval prior to submitting a job requisition. Please note the average timeframe may take up to approximately one week to complete this new position request.**

## *For* ***Faculty Grant-Funded*** *position requests, please copy Kris Sullivan at* [ksullivan@wpi.edu](mailto:ksullivan@wpi.edu)

## *For* ***Non-Faculty Research*** *position requests, please copy Camille Bouchard-Chhoeuk at* [cmbouchardchhoeu@wpi.edu](mailto:cmbouchardchhoeu@wpi.edu)

|  |  |
| --- | --- |
| 1. **Supervisory Organization (Hiring Manager)**: | |
|  | |
| 1. **Position Request Reason** (*select one of the following*): | |
| Budgeted APBP | **For FY20**\_\_\_\_\_ **- 20**\_\_\_\_\_\_ |
| Budget Re-deployment | **Specify Position the following details**  **that is being redeployed:**  Position Title **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Position Number **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **OR**  **Specify Operating Budget Line**  Ledger Account **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Cost Center **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Grant Funded | **Specify Grant Details:**  Funding Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Funding Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Award Begin Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Award End Date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Unbudgeted | |
|  | |
| 1. **Job Posting Title**: | |
|  | |
| 1. **Number of Positions to be filled** (*if more than 1*): | |
|  | |
| 1. **Job Description Summary**: | |
| ***Please provide an overview of the position*** | |
|  | |
| 1. **Job Description**: | |
| ***Please provide responsibilities and requirements of the position. Please note, you will have the opportunity to edit this information at the job requisition step.*** | |
|  | |
| *Job Profile (The HR Partner will select the appropriate job profile based on the job description you provide)* | |
|  | |
| 1. **Time Type** (*select one of the following*): | |
| Full time | |
| Part time | |
|  | |
| 1. **Worker Type**: | |
| Employee | |
| *Contingent Worker* | |
|  | |
| 1. **Worker sub-type**: | |
| Regular (Faculty, Staff) | |
| Regular Fixed Term (*positions longer than 6 months with benefits*) | |
| *Seasonal* | |
| *Student* | |
| *Temporary* | |
|  | |
| 1. **Cost Center**: | |
|  | |
| 1. **Costing** (*if different from cost center*): | |
|  | |
| 1. **Pay Group** (*The* *HR Partner will select the appropriate pay group based on the information you provide):* | |
| Bi-weekly Graduate Funded | |
| Biweekly Staff | |
| Monthly Exempt | |
|  | |
| 1. **Desired Compensation:**   *(Your HR Partner will consult with Compensation Analyst to confirm before position is created*) | |
|  | |
| 1. **Targeted End Date** (*if applicable*): | |
|  | |

|  |  |
| --- | --- |
| **Submitted by**: |  |
| **Date Submitted:** |  |