# **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

## *For* ***Non-Faculty Research*** *position requests, please copy Camille Bouchard-Chhoeuk at* cmbouchardchhoeu@wpi.edu

|  |
| --- |
| 1. **Supervisory Organization (Hiring Manager)**:
 |
|  |
| 1. **Position Request Reason** (*select one of the following*):
 |
| [x]  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:** |  |