

Please submit complete hire packet to College of Medicine Human Resources via the online [HR Request Form](#). Hire packet may include position description, organizational chart, proforma, procedural resource checklist, and any other appropriate documents to support your request.

Type of Request

Post and fill
 Direct hire
 Administrative supplement
 Additional pay

Position Details

Department ID				Department Name			
Is this position in the budget?	--Select--	FTE		Remote Options	--Select--	Remote Type	--Select--
Position Type				Position Title			
--Select--				Position Number, if applicable			
Replacement Position	--Select--			Former Incumbent, if applicable			
Anticipated Start Date				Name of Hire, if applicable			
Proposed Funding (must equal 100%; indicate chartfields, combo codes & Flex codes)							

Justification for Request

Approval

Department Administrator/Chair Date

Department Contact & E-mail Address