

STAFF VACANCY

POSITION POSTING REQUEST FORM

Unit/Office _____

Admin Area _____

Position Title _____

Position Level 1 2 3 4 5

Working Title _____ Job Code _____

Go to <http://ohr.psu.edu/recruitment-and-compensation/job-profiles/> to find the job code

Salary Band _____

New Position OR Vacancy – list Former Employee _____ # of Vacancies _____

Appointment Type STN OR FTI HR88

Exempt OR Non-Exempt FTE % _____

Begin Posting Date _____ End Posting Date _____ OR Open Until Filled

External Advertising Requested Yes No Budget/Fund for Ads _____

Place External Ad in (1): _____

Place External Ad in (2): _____

Place External Ad in (3): _____

Access IDs for those who need to view Applicants – Check the box for any who need manager access

Job Description:

Approvals Received

Please Note: By checking the box above and submitting this form you are acknowledging that all departmental approvals have been received for the posting of this position.