

College of Agricultural Sciences Request to Fill Position (University Park Positions)

Obtain all Department signatures before submitting to Administrative Services for approval

Complete Request to Fill: <http://agsci.psu.edu/hr/interim-hiring-instructions-for-the-college-of-ag/initiate-a-job-posting>

Unit Name: _____ Position Title: _____

Working Title: _____ Number of positions: _____

Type of Request: New Position OR Replacement Position - Position formerly held by: _____

Employee Type: Staff Faculty Tech Service Postdoctoral

Position Type: Standing FT 1 FT M Part-Time Temporary Reduced Schedule

➤ If FT1, the possibility of re-funding: Good Excellent

➤ If Reduced Schedule, positions range from 75% to 99% (FTE) annually (July through June), if expectancy of regular recurrence.

• Number of Hours Per Week - _____ Days of the Week - _____

Background Checks: Authorized Adult per Policy AD39 MVR Check Credit Check License Verification

Recommended Salary Range: \$ _____ Maximum Hiring Amount: \$ _____

Home Budget _____ Fund _____

Pay Budget: **404-98** Fund: **1002** Fund Name: **College Clearing Account**

Department Budget Distribution _____ Fund _____ % _____ Project # _____ Sub Object # _____

Department Budget Distribution _____ Fund _____ % _____ Project # _____ Sub Object # _____

Signature Approvals

Supervisor

Print Name: _____ Signature: _____ Date _____

Unit Leader

Print Name: _____ Signature: _____ Date _____

2nd Unit Leader

Print Name: _____ Signature: _____ Date _____

Office of Administrative Services: _____ Date _____ Position Number _____

Dean's Office: _____ Date _____

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November, 2017