

# APPOINTED STAFF AND FACULTY PERSONNEL REQUISITION FORM

NAU is an Equal Opportunity/Affirmative Action Institution

General Information (All Positions)							
Job Title:			Date:		Vacancy #:		
Academic Rank: (For Faculty Positions Only)			Area/OrgN (s):				
College:			Box #:		Fax #:		
Department:			Contact Person (Name and Phone #): JAN Acct. User ID:				
<input type="checkbox"/> Replacement <input type="checkbox"/> New Position	For: _____ (If employee is terminating their employment with NAU, attach copy of the termination PAR)				Position is Safety/Security Sensitive: <input type="checkbox"/> Yes <input type="checkbox"/> No See NAU Policy # 1.085		
Status: <input type="checkbox"/> Faculty <input type="checkbox"/> Service Professional <input type="checkbox"/> Academic Professional <input type="checkbox"/> Full-time - 40 hours <input type="checkbox"/> Part-time - _____ hours	<input type="checkbox"/> Regular Status <input type="checkbox"/> Academic Year Only <input type="checkbox"/> One Year Only <input type="checkbox"/> Fiscal Year	<input type="checkbox"/> Temporary (Hourly - non benefit eligible) <input type="checkbox"/> Other _____ (Indicate length of appointment)					
Essential Functions of the Position (All Positions)							
For all positions please define the essential functions of this position and attach a complete description with minimum qualifications and preferred qualifications and experience. Include NAU's commitment to diversity. <b>For Appointed and Faculty Positions please attach and check off the following:</b>  <input type="checkbox"/> Job description (Form A-1), <input type="checkbox"/> Recruitment Plan (Form A-2) and <input type="checkbox"/> a list of screening committee members.							
Recruitment/Background check (Appointed Positions)							
Advertisement Desired <input type="checkbox"/> Yes <input type="checkbox"/> No *(AREA: _____ ORGN: _____ OBJT: 7392 SOBJ: 10) You must request advertising online at: <a href="http://hr.nau.edu/apps/advertising/Ad_Request/add_1.php">http://hr.nau.edu/apps/advertising/Ad_Request/add_1.php</a>							
Is a background check required on this position? <input type="checkbox"/> Yes <input type="checkbox"/> No *(AREA: _____ ORGN: _____) <b>Note: Background checks on final candidates who are not currently regular employees at NAU are required either prior to or as a condition of any offer of employment.</b>							
Appointed Position Posting Information							
<b>Salary Range:</b> \$ _____ to \$ _____ Post amount \$ _____ (no range) Moving Allowance: \$ _____ <b>Closing Date:</b> <input type="checkbox"/> Open <input type="checkbox"/> Minimum 30 Days for Appointed Staff <input type="checkbox"/> Temporary (hourly – not benefit eligible) (Optional Posting Min 3 working days) <b>Post To:</b> <input type="checkbox"/> All Sources <input type="checkbox"/> NAU Employees Only Screening Date: _____							
Faculty Position Posting Information							
<b>Salary Range:</b> \$ _____ to \$ _____ Post amount \$ _____ (no range) Moving Allowance: \$ _____ <b>Application Review Date:</b> <input type="checkbox"/> Review of qualified applicants to begin on _____ (date).							
Signatures (approval includes all attachments)							
Department Head/Chair		Print Name		Phone		Email	Date
Dean/Director		Print Name		Phone		Email	Date
Affirmative Action (faculty positions only)		Print Name		Phone		Email	Date
VP/Provost/Assoc. Provost/President		Print Name		Phone		Email	Date
Budget Office:		Position		Date:		Position #:	
		Budgeted Amount: \$					
Human Resources/Affirmative Action Use Only							
Vacancy No.	Dept. Code	Closing Date	Job Code	Non-Exempt Exempt	Salary	Biweekly	Hourly
EEO Job Group:				Under-utilization currently exists: <input type="checkbox"/> Race/Ethnicity <input type="checkbox"/> Women			
Human Resources Approval:				Date: _____		PS Entry: _____ Initials: _____	