

The University of Oklahoma Staff Recruitment Form (03/01/2005)

1. Transaction type. Check only one transaction type:

- Create a new position. All applicable sections must be completed. (Attach Position Description Questionnaire.)
- Fill a vacant position at a higher salary than previous incumbent. List salary of previous incumbent, below. (Attach Job Description.)
- Reclassification of vacant position at a higher salary level/grade . (Attach Position Description Questionnaire)

2. Job Listing Information:

To list a position: Attach job description or position description questionnaire as noted.

| | | | |
|-----------------------------------|------|--|-------------------|
| Department: | | Location: | |
| Position title: | | Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Position #: | | Start date (if known): | |
| Annual minimum to mid-point: Min: | Mid: | Hours: From: | To: Total weekly: |
| Person(s) replaced: | | EMPLID: | |
| Interviewer/Contact: | | Contact phone: | |

3 - Human Resources / Budget Information:

| | | | |
|--|--|---|--------|
| HSC: HR Org: | HR Account Code: | Type job: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | FTE %: |
| Budgeted?: Y <input type="checkbox"/> N <input type="checkbox"/> | Fund: | | |
| NOR: Home Account: | Funding Accounts: | Type job: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temp | FTE: |
| Budgeted?: Y <input type="checkbox"/> N <input type="checkbox"/> | Type: <input type="checkbox"/> 9 mo <input type="checkbox"/> 12 mo | Object Codes: | |

Fill in anticipated ANNUAL cost.

Current position costs: Salary \$ _____ + Cost of fringe benefits _____ = Total compensation \$ _____
 Anticipated new costs: Salary \$ _____ + Cost of fringe benefits _____ = Total compensation \$ _____

4 - Freeze exception justification. Check all appropriate reasons:

- Critical to public safety. Critical to life sustaining health services.
- Critical to protection of public property. Critical to continuation of agency services (university mission).

Justification of critical need(s) checked above or increased salary (attach extra sheet if needed).

5- Required Signatures:

| | |
|---|---------------------------------------|
| | |
| 1- Signature of the person responsible for hiring ↑ | 2- Signature of the Department Head ↑ |
| | |
| 1- Signature of the VP/Provost ↑ | 2- Signature of the President ↑ |

NOTE: Return the ORIGINAL form Human Resources.

| | | | | |
|----------------------------|-------|---|-----------|----------------|
| For office use only | Date: | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | Initials: | Requisition #: |
|----------------------------|-------|---|-----------|----------------|

