

Blue Fields - Commonly completed by Initiator
 Green Fields - Commonly completed by Hiring Manager/Search Committee

1. Position Summary

Number of Openings:

Unlimited

Position Title

Position Number

Working Title (optional)

Job Code

Justification

Previous Incumbent Name (optional)

Department Name

College

Hiring Manager

Hiring Manager Email

Please enter First and Last Name

Does this position require a screening committee?

Indicate 'Yes' only for Assistant Director-level positions and above.

Internal Notes - *Must* include job-related preferred qualifications. Also include additional details/notes to Talent Acquisition such as posting instructions, additional advertising sites (Chronicle of Higher Ed, Recruit Disability, Diverse: Issues in Higher Education Online, Hispanic Association of Colleges & Universities (HACU), TWC, Recruit Military, Women in Higher Ed, Academic Careers, Career Builder, Higher Ed Jobs, Hispanic Outlook, Houston Chronicle Online or Print, IMDiversity, Military Vet Jobs, Other), etc.

Owners

Owners (TA and Department Contacts) have access to the candidate pool and can edit requisitions. Owners also receive notifications when the requisition and offer are approved. Collaborators do not have access to modify the requisition, but can view the candidate pool and participate in the screening committee.

Department Contact:

Employment Rep:

Department Contact 2:

Employment Rep Assistant:

Collaborators - Add all screening committee members and employees who require access to the requisition and applicants. The proposed committee should include a minimum of four members, two from the relevant administrative unit and two from another unit. Committee Chair and Hiring Official cannot be the same individual.

2. Administration

Advertising Cost Center

Note: Cannot use Ledger 1 Funds

Background Cost Center

Note: Cannot use Ledger 1 Funds

Notes to Applicant - Additional information not part of the job description or qualifications visible to applicants.

3. Position Description/Qualifications

Description

Qualifications

Required Attachments by Candidate (select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Resume | <input type="checkbox"/> Writing Samples |
| <input type="checkbox"/> Curriculum Vitae | <input type="checkbox"/> Teaching Philosophy or Statement |
| <input type="checkbox"/> Cover Letter/Letter of Application | <input type="checkbox"/> Research Statement |
| <input type="checkbox"/> Letters of Recommendation | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Unofficial Transcripts | <input type="checkbox"/> Evidence of Effective Teaching |
| <input type="checkbox"/> DD 214 | <input type="checkbox"/> Portfolio |

4. Job Information

Profile

Employee Status (Regular/Temporary)

Schedule (Full/Part Time)

Will this position be paid with grant/sponsored-research funds?

Will this position require the operation of a University owned or leased vehicle?

Will this position supervise any staff or student workers?

5. Questionnaire

Additional Questions (Please enter any additional questions to appear on the requisition.)