**Request to Fill a Staff Position**

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>JOB CODE:</th>
<th>FTE% (HR USE ONLY):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION NUMBER:</th>
<th>PEOPLESOFT DEPT NAME:</th>
<th>FTE %:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POSITION TYPE:**

**NAME OF PRIOR INCUMBENT:**

**SALARY OF INCUMBENT:**

**HIRING/STARTING SALARY RANGE (OBTAIN FROM HR):**

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Midpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EQUAL OPPORTUNITY UTILIZATION INFO:**

A. Does underrepresentation of minorities or women exist on campus for the job group in which this title falls?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Does underrepresentation of minorities or women exist in the division for the job group in which this title falls?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POSITION FUNDING SOURCE AND % OF ACTUAL PAY:**

- Funded through dedicated "rate" dollars.
- Funded through "cost" dollars, subject to annual renewal.
- Funded through combination of "rate" and "cost" dollars.
- Funded through an externally-funded grant or contract.
- Other, explain:

**MO Code & % of salary:**

<table>
<thead>
<tr>
<th>Code</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MO Code (for Criminal Background Check):**

**POSITION TERM:**

**ANTICIPATED POSITION ENDING DATE:**

(M/D/YY format)

**SKILLS REQUIRED - PLEASE INDICATE MINIMUM REQUIREMENTS FOR THIS POSITION.**

(This information will be included in the job posting, select level of experience from dropdown box; EX: **MS Office** – Not Required)

- MS Word (Click to Select Level)
- MS Excel (Click to Select Level)
- MS PowerPoint (Click to Select Level)
- MS Access (Click to Select Level)
- PeopleSoft (Click to Select Level)
- Proofreading
- Typing: Speed wpm
- Data Entry (Click to Select Level)
- Data Entry/10 Key (Click to Select Level)
- Sales and/or Fundraising (Click to Select Level)
- Cashiering/Cash Handling (Click to Select Level)
- Supervisory Experience (Click to Select Level)
- Basic Office Skills (math/spelling/grammar/filing)

**POSTING GUIDELINES**

1) All non-temporary positions must be posted on the Human Resources website for at least one week.
2) The website is updated every Friday. Therefore, this form must be completed and received by HR by Wednesday at NOON for that Friday’s listing.
3) All posted positions must include an application deadline. **HR will not refer applications to the hiring manager until the application deadline has been met and all applications have been processed.** HR will then refer one batch of applications for review. Whenever possible, HR will refer applications to the hiring manager on the Wednesday following the application deadline. Applications are sent by e-mail to the hiring manager.
4) In the event you are unable to find suitable candidates from your original pool of applications, you may re-post the position with a new deadline. However, you must submit a written request to HR and the completed Applicant Evaluation Forms justifying your reasons for non-selection. **Please note:** The position will not be re-posted until HR has received all required documents. No position may remain open longer than six months without re-submitting a new Request to Fill a Staff Position Form for new signatures. Positions open or inactive longer than six months are subject to cancellation.

**POST THIS POSITION FOR:**

- One Week
- Two Weeks
- Three Weeks

**POST TYPE:**

**Posting Type (Click to Select)**

**ARE YOU AWARE OF A QUALIFIED INDIVIDUAL WHO MAY HAVE AN INTEREST IN APPLYING FOR THIS POSITION:**

- No
- Yes, List Name:
WOULD YOU LIKE THE POSITION ADVERTISED VIA AN EXTERNAL SOURCE?  

| Yes | No |

IN WHAT PUBLICATIONS WOULD YOU LIKE THE AD PLACED?

- [ ] St. Louis Post-Dispatch (Print)
- [ ] St. Louis Post-Dispatch (Online Only)
- [ ] St. Louis American
- [ ] Chronicle of Higher Education
- [ ] Riverfront Times
- [ ] St. Louis Business Journal
- [ ] Other publication(s):
  1) Click to Select County of Publication
  2) Click to Select County #2
  3) Click to Select County #3
- [ ] Internet website(s):

*Please note that all advertisements are handled by Nationwide Advertising. Therefore, you will receive an invoice from them.

JUSTIFICATION FOR FILLING POSITION (ATTACH ADDITIONAL SHEETS IF NECESSARY) - For all positions, the University requires a specific explanation relating the need for the position to the objectives of the department or of the University. Use the space provided:

JOB DESCRIPTION: We require both a hard copy and an electronic version of the job description describing the basic function and responsibility, characteristic duties, reporting relationships and minimum qualifications (education, skill, experience, etc). The UM-System HR Office requires that all job descriptions exist in a specific format. You may find the template online in the Manager’s Toolbox.

Did you attach a hard copy of the job description to this form and e-mail an electronic version to DraperN@msx.umsl.edu?

- [ ] Yes  - [ ] No (The position will not be posted until HR receives both.)

POSITION CLASSIFICATION QUESTIONNAIRE (PCQ):

If you are creating a new position which does not exist on our campus, you must complete a Position Classification Questionnaire (PCQ) in order to post it. PLEAS NOTE: There are different forms for exempt and non-exempt positions.

- [ ] Please find a completed PCQ attached.  - [ ] Not applicable

ORGANIZATIONAL CHART

If this is a new position and it does exist on our campus, you must include an organizational chart with this signed form. The organizational chart should show the position being added. (You do not need to complete a PCQ.)

SUPERVISOR RESPONSIBLE FOR INTERVIEWING, MAINTAINING RECRUITMENT FILES AND RELATED DOCUMENTS, AND MAKING FINAL HIRING DECISION:

<table>
<thead>
<tr>
<th>Name</th>
<th>EMPL ID</th>
<th>Position Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Address</th>
<th>Campus Phone Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature:  

Date:

OTHER REQUIRED SIGNATURES:

Dean/Director:  

Date:

CIO (needed for IT titles only):  

Date:

ORA (needed for grant funded accounts only):  

Date:

Vice Chancellor:  

Date: