UMBC PERSONNEL REQUISITION

(FOR REGULAR AND CONTINGENT II POSITIONS)

Date Needed _____

DIVISION DEPT.	JOB TITLE	POSITION NO: _____ STATUS: ☐ REGULAR ☐ GRANT FUNDED ☐ CONTINGENT II

FACULTY ☐ NONEXEMPT ☐ EXEMPT ☐ FULL TIME ☐

PAY RANGE _____ PAY LEVEL _____ PART TIME ☐ HRS. PER WEEK _____

☐ New Position or ☐ Replacement for

_____ who was/is

☐ Terminated ☐ Transferred ☐ Promoted ☐ Reclassed

Date: _____

☐ On Leave of Absence

From _____ to _____

Experience and Education Required

Special Skills (Indicate Required or Desired)

Summary of Duties

Does the position have staff supervisory duties? ☐ YES ☐ NO

[Signatures to Initiate Recruitment]

REQUESTED BY DATE

REQUEST APPROVED BY DATE

Names of Candidates *RC/SEX Action

CONTACT PERSON: _____

PHONE: _____

SIGNATURES FOR APPROVAL (after selection) DATE

_____

Department Head

_____

Division Head or Dean

_____

Associate Vice President, Human Resources

_____

Vice President

_____

Employment

FINAL RESULT: (To be completed after all signatures for approval are obtained)

OFFER MADE TO _____ ACCEPTED ☐ DECLINED ☐ DATE: _____

STARTING DATE _____ ANNUAL SALARY _____

*RACE CODES:

1 White
2 Black/African American
3 Hispanic
4 Asian
5 American Indian/Alaskan Native
7 Native Hawaiian/Other Pacific Islander
*You may indicate more than one race code for an individual if applicable.

M=Male F=Female

Rec'd in Human Resources

8004-020 (REV. 11/2011)