



Recruitment Request for Vacant or New SPA Staff Position (HR 200)

Employment advertising information must be submitted to HR by 2 p.m. Wednesday. Please forward all posting information to Robyn Flowers via campus mail or email at: rflower3@uncc.edu.

Before completing this form, please review the current job description for accuracy and completeness. If there have been changes in the assigned duties and responsibilities which may result in a position reallocation, please submit a revised position description, organizational chart, ADA checklist, and a Budget Request to Establish or Modify a Position (BREMP) to the Classification and Compensation unit in Human Resources. If there have been **no changes** in the position description, please complete all information requested herein.

Hiring Official:		Department:		Work Location:	
Classification Title or Career Band:			Working Title:		Position Number:
Salary Grade:		Salary Band:		Competency Range (if Career Banded):	
Vacancy Type: ___ Permanent ___ Temporary ___ Time-Limited ___ Full Time ___ Part Time			# Hours per week:		Are work hours between 8am and 5pm, Mon through Fri?
			# Months per year:		
Does position have a funding constraint?			If yes, maximum budgeted salary available:		
Primary Responsibilities of Position:					
Required Knowledge/Skills/Abilities, or Behaviors:					
Minimum Training and Experience Required:					
Preferred Qualifications:					
This position is open to:					
<input type="checkbox"/> Current University employees ONLY <small>(Permanent, Probationary, Time-Limited – Excludes current Temporary employees)</small>			<input type="checkbox"/> ALL applicants <small>(Includes current Temporary employees)</small>		
Do you want to advertise with the Charlotte Observer?			If yes, please provide index/fund:		
			(_____ -928380)		
Do you want to advertise with CareerBuilder.com?			If yes, please provide index/fund:		
			(_____ -928380)		
Name of Current or Separating Employee:			Effective Date of Vacancy:		
Reason for Vacancy:			If resignation, please forward copy of signed resignation letter to the Benefits Office (225 King) or attach copy to this form, unless employee has accepted another		

	position with UNC Charlotte, in which case resignation letter does not apply.
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