

Instructions for Completing the Staff Position Requisition Form

- Purpose of the Form**
- The information provided in the Staff Position Requisition form will be used by Human Resources in preparation of the job posting for the position.
 - This is a three-page form to be completed by the hiring supervisor. The supervisor provides details about the position, including a description of the essential duties, statistical dimensions, and placement within the organization structure.
 - The completed form must be approved by a business manager with budgetary authority and submitted as described below. **This procedure varies for Library positions. Please refer to the Library web page at: <http://www.library.yale.edu/jobs/Employment/employment.html>**
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Page 1: Position Information

Provide the following information:

- Proposed generic job title **EXAMPLE:** Student Services Officer III
- Department job title (if different) **EXAMPLE:** Admissions Officer
- Department name
- Dept./section web url (optional)
- Work site address of the proposed position
- Work phone number and mail code of the position
- Organization number – 6 digits unless your business office requires full PTAE0. HR will not enter the full PTAE0 as that remains a departmental responsibility.

Indicate whether the proposed position is a:

- Budgeted addition – for a new position
 - Budgeted replacement – provide the previous incumbent's name, title and job grade, and indicate whether the position has been materially changed
 - Unbudgeted position – explain how the position will be funded
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Category

Check the job category that applies to the proposed position.

Duration

Indicate the job duration.

- If fixed duration, provide end date and check box if continuation is possible
 - If part-year position, provide start and end dates.
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Work Schedule

- Indicate the standard weekly hours for this position.
 - If part-time, enter hours per week and the full-time equivalent for the position.
 - Enter the days of the week to be worked, the daily schedule and whether or not there is opportunity for a flexible schedule based on the applicant's needs.
 - Provide information about shift differential, if applicable.
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Responsible Parties

Provide the name, title, campus address, phone/ fax numbers, and e-mail address of:

- the person to whom the position reports
 - the person to whom applications should be sent (if different).
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Page 2: Position Description

(not required for Local 35 positions)

- A. Provide a brief description of the general purpose of the position in one or two sentences (see [examples](#)) or
- B. List the essential duties of the position in order of importance, starting with the most important (see [examples](#)) or
NOTE: The information provided here will be included in the job posting and should accurately and concisely describe the duties associated with the position.
- C. List the dimensions – statistics pertinent to the job – such statistics provide information about the scope of the position – (see [examples](#)) or
- D. Organization chart – see next page.

Page 3: Qualifications

(not required for Local 35 positions)

Refer to the generic position description for the job title and in the first box provide the generic requirements for education/experience. Then list any additional specialized education, training, knowledge or experience; skills and abilities; or other requirements (e.g. certification, licenses, physical requirements) necessary to perform the duties of the position in the box labeled "minimum required".

List any education, experience, skills, or other requirements that are preferred but not required in the box labeled "preferred".

NOTE: It is **not** acceptable to tailor a job description or qualifications to match a particular pre-selected individual and exclude other potential applicants.

Organization Chart

(not required for Local 35 positions)

Complete this chart to indicate the position's placement in the organization or if available attach an up-to-date organization chart.

Obtain Authorizing Signatures

In the Approval box on Page 1, enter the name and phone number of:

- the requesting supervisor
- the business manager who has budgetary authority over the proposed position.

Obtain the dated signature of **both** the supervisor and the business manager (procedure varies for Library positions).

NOTE: If the department business manager e-mails the form directly to Human Resources, the electronic form will be accepted without signatures.

Submit Form to Human Resources

Do **one** of the following:

- Submit or fax signed paper form to the appropriate Human Resources Office
- or**
- E-mail the form as an attachment to the appropriate Human Resources Office

If the form is submitted via e-mail or fax, DO NOT SUBMIT SIGNED HARD COPY in addition.

For positions in...	Submit the form to...
Library	Sterling Memorial Library Dept. of Human Resources 120 High Street 432-1810 (phone) - 432-1806 (fax) e-mail: HRLibrary@yale.edu
Medical and Central/Science Campus including Nursing School	Dept. of Human Resources Compensation & Classification Section 155 Whitney Ave 432-5717 (phone) - 432-6279 (fax) e-mail: classification@yale.edu

More Information

Refer to [detailed instructions](#) for writing a position description, or contact your Compensation and Classification representative.