

REQUEST DATE:

POSITION

- REPLACEMENT Staffing Plan Position #: _____ Replacement For: _____
- UPDATE Summary of Changes: _____
- NEW New Staffing Plan Pos. #: _____

POSITION TITLE:

Job Description: *Please complete the job description electronically using the template at the end of this document. Attach a hard copy to this request and email to the Payroll & Benefits Coordinator.*

POSITION INFORMATION

Salary Range: _____ Target Salary: _____

Department/Supervisor: _____

Anticipated/Desired Start Date: _____

Location: Iowa Alabama Other:

Check Only One

- Exempt
 - Non-Exempt
- (if unsure, contact Payroll & Benefits Coordinator)*

Check Only One

- Full Time (32-39hrs/wk) (40hrs/wk)
- Part Time (<32hrs/wk) How many hrs: _____
- Temporary (6mo or less) Anticipated Term: _____

Check all days to be routinely worked

- WEEKDAYS Monday Tuesday Wednesday Thursday Friday Saturday Sunday VARIOUS

Job Posting: (check all that apply, note that all postings will be posted to the Waldorf website)

- Internal
- External (list specific recruiting websites/papers): _____

Requested by (Hiring Manager): _____ **Date:** _____

Approved by Department Head: _____ **Date:** _____

Approved by appropriate Vice President: _____ **Date:** _____

Approved President: _____ **Date:** _____

Reviewed by Vice President of Business Affairs: _____ **Date:** _____

Please return the completed form to the Payroll & Benefits Coordinator. _____ **Date:** _____

****Approval at ALL levels is required prior to hiring a person in to a position.
You will be notified once position request has been approved.****

(Please complete the job description for all new positions or updated positions. Examples are provided for direction, please delete before submitting)

Effective Date of Job Description:

Position Title:

Position #:

Department:

Classification: *non-exempt* or *exempt* (all positions will be reviewed for determination)

Status/Hours Scheduled:

Reporting Relationship:

Formal Working Relationships:

Purpose of Position:

Principal Duties and Responsibilities:

Working Hours:

Working Conditions:

Physical Requirements:

Minimum Qualifications (include degree, technical or computer knowledge):

Required Attributes:

Desired Qualifications:

Desired Attributes: