

Intermittent – Direct Hire Recruitment Worksheet – Department #: _____

Posting &/or Business Title(s): _____

Full-time Part-time Standard Hours: _____

Type of Hire: Refill: to replace (name of employee) _____
 Without changes? With changes? _____

Position Type: Intermittent (INT)-*temporary, usually part-time as needed or sporadically*

Funding Account(s): Account:____ Fund:____ Dept.:____ Program:____ Class:____ Project:____ %:____
 Account:____ Fund:____ Dept.:____ Program:____ Class:____ Project:____ %:____

**If joint appointment, include covered costs by other department(s)*

Office Location/Phone #: _____

Supervisor Name/Email: _____

Maximum Budgeted Allocation (to inquire with Business Officer): \$ _____

Justification for position: _____

Position Description (PD): Conduct position analysis by defining needs and requirements

- For staff:
 - Must be submitted on new [PD Form](#) with proper verb tense, qualifications & competencies; signed by supervisor
 - To be sent to Kristy Snider:
 - scanned PDF of signed PD
 - editable PDF of PD
 - old PD (if refill)
 - preferred qualifications/skills/attributes to add to job board posting
 - What will change on the PD, if anything?

Work Schedule (days/hours)-staff only: _____

Interviewers/Search Committee Members: _____

Number of days/weeks to post position/application deadline? _____

Direct Hire (Waiver): No

Yes *(should not be underrepresented job code, should be no other qualified internal candidates interested in position, person was not previously hired into current position, must be a business reason for directly hiring)*

**Direct hire candidates must have an application in the system as well as a background check.*

Direct Hire's email (used for CU application): _____

Business Case:

Grant-funded Position: No

Yes: Principal Investigator: _____

Principal Processing #: _____

Funding Organization: _____