

The University of North Carolina at Pembroke

Vacant Position Request to Begin Recruitment

Authorization is required prior to beginning recruitment for a position. A completed form must be attached to the Online Employment System Requisition (OES) under documents.

Submitted by: _____ **Title:** _____ **Date:** _____

Position Information: (Please review existing position description and assess business need of department.)

Department: _____ **Division:** _____

Position Type: (check one) **EHRA Faculty** **EHRA Non-Faculty** **SHRA Staff**

Position Number: (example 00###) _____ **Budget/Org Funding for Vacant Position:** _____

Title of Existing/Proposed Position: _____ **Date position became vacant:** _____

Budget Amount Available? (List the amount that was previously available for salary and benefits):

Budget Request: (Identify the total anticipated salary that would be offered to fill the vacancy. What additional funding needs will be required for the new salary, benefits, and operation support funds.)

Explain how this position impacts the department and/or divisional ability to achieve its strategic goals?

What negative impact will occur if the position remains vacant for 6 months, 1 year, or longer?

Approvals:

Vice Chancellor: _____ **Date:** _____

Assistant Vice Chancellor for Human Resources: _____ **Date:** _____

Chancellor: _____ **Date:** _____