HMS Human Resources – **Job Posting & Position Request Form**



1. **Straight Replacement Position:** Please check here [ ]  if you are requesting a replacement position without changes. Please complete sections #1 through #3 and we can use the job description on file.
2. **Replacement Position with changes**: Please check here [ ]  if you are requesting a position with changes. Complete sections #1 through #3. HR will work with you using the job description on file. If substantive changes are being made which could result in a change to grade you will need to complete sections #4 and #5.
3. **New Position Instructions**: Please check here [ ]  if you are requesting a new position. Complete all sections of this form as appropriate.

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| **Section 1: Contact Information** |
| **Department Administrator:**

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| **Office Address:** |  |
| **Phone:** |  |
| **E-mail:**  |  |
| **Receive Resume** | **Yes [ ]  No [ ]**  |

 | **Hiring Manager/Supervisor:**

|  |  |
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| **Office Address:** |  |
| **Phone:** |  |
| **E-mail:** |  |
| **Receive Resume** | **Yes [ ]  No [ ]**  |

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| **Person to receive resumes:****(*If different from hiring manager)***

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| **Phone #:** |  |
| **E-mail:**  |  |

 | **Person to receive resumes:****(*If different from hiring manager)***

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| **Phone #:** |       |
| **E-mail:**  |       |

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| **Section 2 : Position Information** |
| **Date requested:**      **Position Title (based on job code):**      **Working Title:**      *(If different than above)* | **Department Name:**      **Department ID:**      **Absence Management Group ID:**      **Time and Labor Group ID (non-exempt only):**       |
| **Work Address**: **(*If different from Hiring Manager address)*:**      | **Headcount:****Is position: New** **[ ]  Replacement** **[ ]** **If replacement, name of last incumbent:****Number of positions:**   |
| **Hours Per Week:** 35 **or % FTE:**      **Weekly Work Schedule:**       | **Candidate Information:****Is there a candidate in mind? Yes [ ]  No [ ]** **Name of candidate in mind:** **Candidate is a**  |
| **Alternative Work Arrangements**:  **Flexible Hours [ ]  Job Share [ ]  N/A [ ]**  | **Is this a term position? Yes [ ]  No [ ]** **What is the end date?** |

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| **Section 3: Funding Information** |
| **Is this a grant-funded position?** **Yes [ ]  No [ ]**  | **If yes, what is the end date?**  |  |
| **Has this position been included in your budget?**  **Yes [ ]  No [ ]**  | **Budgeted Salary Range:** **Yes [ ]  No [ ]** **$      to $** | **ARRA-funded? Yes [ ]  No [ ]**  |
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| **Tub** | **Org** | **Object** | **Fund** | **Activity** | **Sub Act** | **Root** | **%** |
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|  | **100%** |

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| **Will this position be posted on external sites? (i.e. Monster, Craigslist)**  | **Yes [ ]  No[ ]**  | **If so, please list which sites:** |  |

**Please list the 33 digit code that you would like the cost of external postings to be charged back to:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tub** | **Org** | **Object** | **Fund** | **Activity** | **Sub Act** | **Root** | **%** |
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| **Section 4: Job Description** |
| 1. **List job duties and responsibilities in this section:**

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| **Job Responsibilities Breakdown:** | **% of time spent for each responsibility**  |
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| **TOTAL** | **100%** |

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| 1. **Describe basic qualifications. Please limit the description to those specific skills that are *minimally required* to meet the expectations of the position. (*Examples: Two years of administrative experience required, Bachelor’s Degree in Accounting or related field required, or minimum of two years of management experience required.)* For HUCTW positions (up to grade 56), please refer to the generic job descriptions listed** [**here**](http://harvie.harvard.edu/Policies_Contracts/Union_Contracts/HUCTW_Generic_Job_Descriptions/) **.**
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| 1. **Describe any additional qualifications: These preferred skills or subjective qualifications. *(Examples: Bachelor’s degree preferred, excellent organizational skills, strong analytical abilities, or detail oriented.)***
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| **Section 5: Additional Questions Regarding Position** |
| 1. **Do you know of a similar or comparable position in this or any other department? Yes** **[ ]  No [ ]**

**If yes, please describe:** |
| 1. **Does this position require the candidate to have specific technical or scientific training? Yes [ ]  No [ ]**

**If yes, please describe the required training:** |
| 1. **Does position have authority to authorize expenditures and/or make financial decisions? Yes [ ]  No [ ]**

**If yes, what is the funding authority and/or the financial decisions this position makes and the effect these decisions have on the overall operating or financial success of the unit, school, or the University?****What is the size of the budget for which this position is responsible?** |
| 1. **Does this position have management responsibility and authority for hires and terminations? Yes [ ]  No [ ]**

**If yes, please indicate the number of direct reports.** |
| **HR Use Only**

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| Job Classification Code |  |
| Job Family |  |
| Salary Grade |  |
| Position Status |  |

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HMS Human Resources – **Job Posting & Position Request Addendum**



**The below information should be part of the initial conversation between the Recruiter or Senior HR Consultant and the hiring manager when a job posting is being requested.**

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| **PRE-EMPLOYMENT SCREENING: in accordance with Harvard University policy on pre-employment screening, please check all that apply to this position. The purpose of the pre-employment screening is to promote a secure and safe workplace; ensure uniform and equal treatment of all job candidates (some transfers and external job candidates); and to adopt a policy that mitigates major risks to the university.****Pre-employment screening is not entirely new to the University: however, we are adopting a more consistent and uniform approach.  The screening is role specific and consent must be obtained before the screening is conducted.** |
| **IDENTITY**

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| **[ ]**  | **Required Identity Screen – this screening is now required for all new hires into covered positions.**  |

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| **CRIMINAL**

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| **[ ]**  | **Will employee have unsupervised key access to dorms, valuable artifacts, drugs, radiological materials, or animal care facilities?** |
| **[ ]**  | **Will employee supervise minors (under ages 18) in the regular course of duties?** |
| **[ ]**  | **Will have the ability to disrupt or disable highly sensitive or confidential data or systems (namely IT positions or positions with the ability to disrupt or disable an entire network, large datasets or confidential research databases.)?** |

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| **CREDIT**

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| **[ ]**  | **Will employee have access to aggregate credit card data? (ie: credit card data of external card holders that have been charged by HMS; does not include p-cards or corporate cards)** |
| **[ ]**  | **Will employee have the ability to authorize and/or approve financial transactions of $50,000 or more?** |

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| **LICENSES or DMV**

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| **[ ]**  | **Will position require a specific license (e.g. drivers, professional, technical)?** **If yes,** **please specify which type of license:** |

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| **OCCUPATIONAL HEALTH SCREENINGS:****ENVIRONMENTAL AND SAFETY, WORKING WITH ANIMALS OR HAZARDOUS MATERIALS**

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| [ ]  | **Will employee be working with animals?****If yes, please list the animal species\*:****\*(Posting must include the following language: “Offer contingent upon successful completion of a pre-placement medical evaluation”)** |
| [ ]  | **Will this candidate be exposed to any toxic, radioactive or infectious materials?****If yes, please list any such materials:** |
| [ ]  | **Will this candidate be exposed to human blood, primary tissue, or cell lines?****If yes, please list:** |

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| **DRUG TESTING**

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| [ ]  | **Will position require drug testing?** **If yes, please specify the reason for the request**:       |

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