

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.

Section 1: Contact Information

Department Administrator: Office Address: _____ Phone: _____ E-mail: _____ Receive Resume Yes <input type="checkbox"/> No <input type="checkbox"/>	Hiring Manager/Supervisor: _____ Office Address: _____ Phone: _____ E-mail: _____ Receive Resume Yes <input type="checkbox"/> No <input type="checkbox"/>
Person to receive resumes: _____ <i>(If different from hiring manager)</i> Phone #: _____ E-mail: _____	Person to receive resumes: _____ <i>(If different from hiring manager)</i> Phone #: _____ E-mail: _____

Section 2 : Position Information

Date requested: _____ Position Title (based on job code): _____ Working Title: _____ <i>(If different than above)</i>	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 <input type="checkbox"/> Replacement <input type="checkbox"/> If replacement, name of last incumbent: _____ Number of positions: _____
Hours Per Week: _____ or % FTE: _____ Weekly Work Schedule: _____	Candidate Information: Is there a candidate in mind? Yes <input type="checkbox"/> No <input type="checkbox"/> Name of candidate in mind: _____ Candidate is a -Choose One-
Alternative Work Arrangements: Flexible Hours <input type="checkbox"/> Job Share <input type="checkbox"/> N/A <input type="checkbox"/>	Is this a term position? Yes <input type="checkbox"/> No <input type="checkbox"/> What is the end date? _____

Section 3: Funding Information

Is this a grant-funded position? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what is the end date? _____
Has this position been included in your budget? Yes <input type="checkbox"/> No <input type="checkbox"/>	Budgeted Salary Range: Yes <input type="checkbox"/> No <input type="checkbox"/> \$ _____ to \$ _____
ARRA-funded? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Tub	Org	Object	Fund	Activity	Sub Act	Root	%
							100%

Will this position be posted on external sites? Yes No
 (i.e. LinkedIn, Monster, Craigslist)

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	%

Section 4: Job Description

1. List job duties and responsibilities in this section:

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

2. Describe basic qualifications. Please limit to objective skills that are *visible on a resume* and *minimally required* to perform the job responsibilities. (Examples: *2 years of administrative experience, Bachelor's Degree in Accounting or related field, or minimum of 2 years of supervisory/management experience.*) For HUCTW positions (up to grade 56), please refer to the generic job descriptions listed here: <http://hr.harvard.edu/huctw-generic-job-descriptions>

3. Describe any additional qualifications: Please list the subjective skills/abilities required along with any preferred skills or experience. (Examples: *excellent organizational skills, strong analytical abilities, detail oriented; Bachelor's degree preferred*)

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 or list staff name: _____

2. Does this position require the candidate to have specific technical or scientific training? Yes No
 If yes, please describe the required training: _____

3. 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? _____

4. 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

Job Classification Code	
Job Family	
Salary Grade	
Position Status	

HMS Human Resources – Job Posting & Position Request Addendum

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 further promote the safety and security of the Harvard community, to minimize the potential risk of loss, and to promote uniformity in hiring and screening processes. The required screening is role specific and must be posted in the ASPIRE requisition. Additionally, consent must be obtained from candidate before screening is conducted.

IDENTITY

- Required Identity Screen – this screening is required for all new hires into covered positions.

LICENSE

Covered positions in which the individual:

- Will require a specific license (e.g. driver's, professional, technical). If yes, please specify type of license required: _____

EDUCATION

Covered positions in which the individual:

- Will require a particular degree (e.g. Master's degree, PhD, etc.) or other educational credential identified as a Basic Qualification in the job posting.

CRIMINAL

Covered positions in which the individual:

- Will have unsupervised access to dorms or other residential housing, valuable artifacts, significant amounts of cash, drugs, radiological materials, or animal care facilities.
- Will serve as a "Responsible Adult" as defined by Harvard's Policy for the Safety & Protection of Minors (see: <http://youthprotection.harvard.edu>).
- Will have access to High Risk Confidential Information (HRCI), as defined in Harvard's Information Security Policy, or other data classified by the University as Level 4 or Level 5 information. (see: <http://policy.security.harvard.edu/view-data-security-level>).
- Will have the ability to disrupt or disable highly sensitive or confidential data (classified as Level 4 or Level 5 information) or systems, including core infrastructure systems. Such positions would include those in which the individual will be responsible for information security and/or database or storage administration, or will have access to network routers, switches, servers, and/or management systems (e.g., LANDesk).

CRIMINAL AND CREDIT

Covered positions in which the individual:

- Will have access to aggregate credit card data (this does not apply to position where employee will only have access to one credit card number at a time while processing a transaction; does not include p-cards or corporate cards).
- Will have the ability to authorize and/or approve financial transactions of \$50,000 or more.

DRUG TESTING

Covered positions in which the individual:

- Will require a commercial driver's license, as required by the U.S. Department of Transportation regulations.

OCCUPATIONAL HEALTH SCREENINGS:

ENVIRONMENTAL HEALTH AND SAFETY, WORKING WITH ANIMALS AND/OR HAZARDOUS MATERIALS

Covered positions in which the individual:

- Will 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 be exposed to any toxic, radioactive or infectious materials.
If yes, please list any such materials: _____
- Will be exposed to human blood, primary tissue, or cell lines.
If yes, please list: _____