

**Wartburg College
Request to Fill a Position**

Open positions must be reviewed by the cabinet before a position can be posted and filled. This form assists the hiring official in outlining the needs related to a position. Prior to posting, the hiring official must complete this form, attach an updated job description and organization chart, obtain necessary signatures and return the form to HR.

Date of Request _____

Job Title _____ **Position Grade (see HR for assistance)** _____

Annual Salary range:

Q = quadrant

min. \$ _____ 1st Q \$ _____ Mid pt. \$ _____ 3rd Q \$ _____ Max. \$ _____

Hourly Salary range (if applicable):

Q = quadrant

min. \$ _____ 1st Q \$ _____ Mid pt. \$ _____ 3rd Q \$ _____ Max. \$ _____

Hiring Official: _____ Ext. _____

Number of months to be worked: 12 11 10 9 other _____

Number of hours to be worked per week: 40 38.75 30 20 other _____

What will be the position's normal work schedule (days/week, starting time, ending time)?

Weekends? (frequency) **Holidays?** (frequency) **On-call?** (frequency)

Is this position a replacement? ____ yes ____ no. If yes, _____ Incumbent

Briefly explain the reason for the vacancy and why this position ought to be retained. Please attach the current position description marked with any updates or expected changes.

Is this a new position, meaning it is not in the current budget? ____ yes ____ no. If yes, please complete a position description questionnaire (PDQ) and attach.

Approvals:

Department Chair or Director _____ Date _____

Vice President _____ Date _____

Cabinet/President _____ Date _____

Human Resources _____ Date _____

Additional information regarding posting (to be completed by Search Chair):

Locations to post:

- _____ Wartburg Website
- _____ Twitter
- _____ City Website
- _____ Waverly Paper (Print T/TH Edition)
- _____ Courier Print Ad (Sunday Edition)
- _____ Monster.com
- _____ Chronicle of Higher Education.com
- _____ Higher Ed Jobs.com
- _____ Other:

Search Committee Members:

_____ Chair
