

National Optical Astronomy Observatory/National Solar Observatory

Personnel Requisition

Complete all that applies

STATUS

New Position

Replacement for:

Title:

Division/Dept:

Reports to:

Projected Hire Date:

Supervisory Position: Yes No

Contact Person and telephone:

Full time Part time % FTE

Temporary < 1-Year Seasonal (as needed)

Expected Length of Temporary Position or Term Appointment

Attach new or revised job description

Additional Notes:

JUSTIFICATION FOR REQUEST

Position funds & benefits budgeted in current FY year: Account #

If not currently budgeted, indicate source of funds.

Advertising Budget \$

Travel Budget (recruitment/hire) \$

Relocation Budget \$

Unit Manager's signature authorizes transfer of funds as indicated, and authorizes HR to sign for advertising, travel and relocation up to amounts budgeted. Cost over the amounts budgeted will require an additional Unit Manager's approval.

Unit Manager's Approval _____

Date

Associate or Site Director Approval _____

Date

Associate or Site Director: Please forward to Center Director for approval.

POSITION AUTHORIZATION

Budget Control Approval _____

Date

Center Director Approval _____

Date

New Positions Only

FOR HR USE ONLY

Pay Grade

Job Code

Hiring Range Budget

Position Description Attached: yes no

Description last updated:

Job #

Filled By

Hire Date

NEW HIRE POSITION JUSTIFICATION

Justification is now required to be submitted with all new position personnel requisitions. Please answer the following questions and forward to burnett@noao.edu along with page 1 of the personnel requisition

Please attach documents if you already have written Director's Approval.

1. How does this new position fit in your staffing plan?

2. Explain why you need this new position?

3. Is this position budgeted in the current fiscal year? If not, how will the position be funded?

4. Is this position in your long term budgets?