

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

Budgeted Salary

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

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. Explain why this position is mission-critical and must be filled without delay?**

- 2. Confirm that this position is already contained within your FY09 program plan.**

- 3. If this is a vacated position, list who vacated the position and what was the project/program they supported?**

- 4. Describe how this position is funded (core NSF funds, supplementary NSF funds, other.) Please provide real, fully loaded numbers.**

- 5. If funded outside of NSF core funding, explain what will happen to this position when such funding runs out or if funding does not materialize.**

- 6. Please indicate the anticipated contract duration.**