

SALISBURY UNIVERSITY HUMAN RESOURCES

POSITION REQUEST & DEVELOPMENT FORM

Position Request Type: New PIN/Backfill Current C1/C2 with Changes Compensation Adjustment
New C1/C2 Reclassification Other

A. GENERAL INFORMATION

This form should be completed after receiving approval from the Position Justification pre-screen process. If the position was approved to move forward, this form will help with the formal development of a position description to be evaluated and posted (if required). The success of this request depends heavily on the review conducted by HR and Finance. If approved, your position will be posted and/or any position adjustment will be made by the Human Resources Office.

Prior/Current Employee (if any):

Professional Level:

Support Professional Managerial Executive

PIN Number (if any):

Bargaining Unit: Yes No

Supervisor Name (Sup Org):

Annual Salary Range Expected:

Work Location:

Contract Type (if any):

Internal Title:

Work Hours per Week:

Department:

Shift Assignment (if any):

Exempt Non-Exempt
Full Time Part Time
Essential Non-Essential
Faculty Staff

Funding Source Code:

(Grants, Foundation, etc.)

B. JOB SUMMARY AND MINIMUM QUALIFICATIONS

The job description defines the job classification and market salary. First, you should determine what the primary purpose of this job is and set minimum qualifications needed to complete the functions you outline. The information in this section should be used to recruit candidates as it is used to populate the job posting. Please note that the Job Summary section will serve as your job ad for Faculty Positions.

Job Summary

The first paragraph should briefly summarize the reason the position exists and the most important responsibilities of the role. This serves as a high-level overview of the primary function of this job.

Authority and Accountability

Please list who this position reports to and the number of direct reports to this position (if any), budgetary responsibility, and authority.

Required/Minimum Qualifications

The items listed below are representative of the education, knowledge, skills, abilities, and other characteristics required for this position. Please include minimum level of education, degrees required (if any), relevant work experience, credentials, licenses, certifications, special skills, and physical requirements.

Preferred Qualifications

Please list any desired education, knowledge, abilities, skills, or competencies. These are considered preferred qualities but are not required.

C. FUNCTIONAL OUTLINE OF JOB RESPONSIBILITIES

This section allows you to describe the specific duties performed by the employee in this position. This section should provide detailed tasks tied directly to the summarized duties found above. Effectively used, each section will group common tasks into functional categories. This outline will eventually drive performance standards and expectations.

In order to comply with the Americans with Disabilities Act, you must indicate whether a responsibility is Essential or Non-Essential. A job function may be considered Essential if this position exists to perform that function, there are a limited number of employees available to do this function, and/or the function requires highly specialized skills.

1 Function:

Please list tasks of the function below.

Essential

Non-Essential

Time %:

2 Function:

Please list tasks of the function below.

Essential

Non-Essential

Time %:

3 Function:

Please list tasks of the function below.

Essential

Non-Essential

Time %:

4 Function:

Please list tasks of the function below.

Essential

Non-Essential

Time %:

5 Function:

Please list tasks of the function below.

Essential

Non-Essential

Time %:

6 Function:

Please list tasks of the function below.

Essential

Non-Essential

Time %:

D. JUSTIFICATION & COMMITMENT

I understand my responsibility to make a concerted effort to assess resources and ensure a fair and equitable assessment has been made and process has been followed. I agree to meet and/or manage all requirements outlined in this form and will inform HR of any conflict of interest that may arise. My signature below represents my affirmation.

Position Justification Approval and/or Details

Please attach the approved Position Justification from the pre-screening process.

Vice President Approval:

Date:

Hiring and/or Requesting Manager Signature:

Date:

E. RECRUITMENT PLAN (IF APPLICABLE)

This section helps define the recruitment strategy for this specific position. If you would like to customize the employment application, please provide 3 screening questions (on next page) that will help attract and identify the best candidate for this position. List the committee members you plan to use throughout this process and any other job boards or information we should consider.

Salisbury jobs are automatically posted on **MD Workforce Exchange** for non-exempt positions and **Higher Ed Jobs** for all other positions. Additional **Diversity Recruitment Resources** should be considered.

Y/N Question 1 (Optional):

Y/N Question 2 (Optional):

Y/N Question 3 (Optional):

Equity and Fairness

As an institution, we guarantee fair treatment, access, and opportunity for all students, faculty, and staff. You will consider what this request means for your current and future positions and not make decisions that negatively impact or disadvantage others.

Interview Commitment

As hiring manager and search committee, you are responsible for the actions and steps conducted in this process.

- Adhere to all federal and state laws, USM regulations, and **SU's policies** related to non-discrimination.
- Adhere to all requirements set forth in the **Maryland Equal Pay for Equal Work Law**.
- Upon request, you will provide the wage range for the position for which the applicant has applied.
- An employer may not:
 - Provide wage history for the position for which an applicant has applied.
 - Seek the wage history of an applicant.
 - Rely on the wage history of an applicant for consideration, screening, or employment.

Interview Standards

The goal of each search is to identify the most qualified candidate in a fair and equitable manner.

- Follow a fair, consistent, and structured screening process and focus only on relevant job duties and responsibilities related to the position the applicant has applied.
- Give equal consideration to all qualified applicants.
- Focus only on relevant job duties and responsibilities and ask only job-related questions.
- Refrain from participating in any sensitive, discriminatory, or personal discussions with applicants and/or using any personal information or bias in the decision-making process.
- Maintain confidentiality during the search process. Only discuss the search status and details with departmental management or those on the search committee, particularly in reference to internal applicants.
- Complete three reference checks for the selected candidate, including a current or recent supervisor.
- Retain all documentation related to the search process and **forward to HR promptly after the position is filled**.

First Consideration Date:

Interview Committee Members:

List Any Other Advertising Channels or Job Boards to Post This Job:

Fund Code Used for Additional Advertisements:

Employee Signature:

Date:

Supervisor Signature:

Date: