

SALISBURY UNIVERSITY POSITION REQUEST FORM	Position Request Type:	Choose an item.
---	-------------------------------	-----------------

A. General Information

This form should be completed following an organizational planning discussion with your Department Manager and Vice President. If the position request is supported, please provide the requested information below. The completed form will be reviewed by Human Resources and Finance and submitted to the Vice President for Administration and Finance (VPAF) for final approval. Upon approval, Human Resources will coordinate the establishment, modification, or recruitment of the position, as applicable.

Name of Incumbent (if any):			
Pin Number (if any):		Internal Title:	
Supervisor Name:		Department:	
Work Location:		Essential or non-essential:	
Exempt or non-exempt:		Faculty or Staff:	
Professional Level:	Choose an item.	Contract Type (if any):	
Full Time or Part Time:		Work Hours per Week:	
Bargaining Unit:		Shift Assignment:	
Proposed Annual Salary:		Funding Source Code	
Position Justification and Background Notes:			
Vice President Signature:			

B. Job Summary and Minimum Qualifications

Describe the main purpose of the position and the key responsibilities of the job. Then, identify the minimum education, experience, skills, or other qualifications needed to perform the job successfully.

The information provided in this section will be used by Human Resources to develop the job description and create the job posting.

Job Summary

Authority and Accountability

Required/Minimum Qualifications

Preferred Qualifications

C. Functional Outline of Job Responsibilities

List the main responsibilities of the position and the specific tasks associated with each responsibility. Group similar tasks together under a common category or area of responsibility.

For each responsibility, indicate whether it is **Essential (E)** or **Non-Essential (NE)**. Essential functions are the primary duties the position exists to perform, with or without a reasonable accommodation. These responsibilities will be used to develop the job description, establish performance expectations, and support the employee's performance evaluation.

1.	Percentage: Choose an item. E/NE: Choose an item.	<u>Function:</u> •
2.	Percentage: Choose an item. E/NE: Choose an item.	<u>Function:</u> •
3.	Percentage: Choose an item. E/NE: Choose an item.	<u>Function:</u> •
4.	Percentage: Choose an item. E/NE: Choose an item.	<u>Other:</u> •

D. Commitment

By signing below, I confirm that I have reviewed the department's resources and needs and have made a fair and equitable assessment of the request. I understand that I am responsible for following the required process and providing accurate information.

I agree to meet all requirements related to this request and will notify Human Resources of any actual or potential conflict of interest.

My signature confirms my understanding and agreement to these responsibilities.

Hiring and/or Requesting Manager:			
Hiring and/or Requesting Manager Signature:		Date:	Click or tap to enter a date.

E. Equity, Fairness, and Interview Standards

Equity and Fairness

Salisbury University is committed to providing fair and equitable treatment, access, and opportunity for all students, faculty, and staff.

When making hiring decisions, consider the needs of the position and the impact on current and future employees. Decisions should be fair, consistent, and based on the requirements of the position.

Interview Commitment

As the hiring manager and/or search committee member, you are responsible for following the required hiring process and ensuring that all applicants are treated fairly and consistently.

You agree to:

- Follow all applicable federal and state laws, USM regulations, and Salisbury University policies related to equal opportunity and non-discrimination.
- Follow all requirements of the Maryland Equal Pay for Equal Work Law.
- Provide the posted salary range to an applicant upon request.
- **Not** ask an applicant about their salary or wage history.

Interview Standards

The goal of the search process is to identify the most qualified candidate based on the requirements of the position.

You agree to:

- Use a fair, consistent, and structured screening and interview process.
- Give equal consideration to all qualified applicants.
- Ask only questions that are directly related to the position and its responsibilities.
- Base decisions on job-related qualifications, skills, experience, and other established requirements.
- Avoid personal, sensitive, or discriminatory discussions with applicants.
- Avoid allowing personal information, assumptions, or bias to influence hiring decisions.
- Maintain confidentiality throughout the search process. Search information should only be shared with individuals who are authorized to participate in the search.
- Complete **three reference checks** for the selected candidate, including a current or recent supervisor, when applicable.
- Retain all documentation related to the search process and provide it to Human Resources as required.

E. Recruitment Plan

Use this section to provide information that will help Human Resources develop a recruitment strategy for the position.

Please provide:

- **Three screening questions** you would like included on the employment application to help identify applicants who meet the position requirements.
- **Search committee members** who will participate in the recruitment and selection process.
- **Additional recruitment resources** you recommend, such as professional organizations, industry-specific job boards, publications, or other sources that may help reach qualified applicants.
- **Any other recruitment considerations** HR should be aware of for this position.

Question 1:	
Question 2:	
Question 3:	
Interview Committee Members:	
First Consideration Date:	
Additional Job Boards or Other Considerations	

F. Review and Approval

Once submitted, the request will be reviewed by Human Resources, Finance, and the President's Cabinet. The review will consider factors such as available funding, departmental need, organizational priorities, and alignment with University goals.

The final decision will be documented as **approved or denied**, with notes provided as appropriate.

General Review Notes:			
HR Review:		Finance Review:	

VPAF Approve or Deny:		Date:	Click or tap to enter a date.
-----------------------	--	-------	-------------------------------