

University of Illinois

Hiring Request Form

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|----------------------------------|---|--|---|--------------------------------|
| Department: Contact: | | Title: | | |
| College/MAU | | % Appointment | | |
| Employee Group: | <input type="checkbox"/> Faculty (no new adds) <input type="checkbox"/> Academic Professional <input type="checkbox"/> Other Academic Staff <input type="checkbox"/> Civil Service Staff | Position Type: <i>(Check all that Apply)</i> | <input type="checkbox"/> Permanent <input type="checkbox"/> Visiting <input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position, enter prior title/name below: | |
| Effective Date: | | Funding Source: | | % State Funds – Department |
| Salary Range: | | | | % Non-State Funds – Department |
| (Academic positions only) | | | | % Other (Specify): |

Justification for Filling the Position:

Review/Approvals:

| | | | | | |
|---------------------|--|---------|--------------------------|------|--------------------------|
| Dean/MAU Officer: | | Approve | <input type="checkbox"/> | Deny | <input type="checkbox"/> |
| AHR * | | Approve | <input type="checkbox"/> | Deny | <input type="checkbox"/> |
| Provost/Chancellor* | | Approve | <input type="checkbox"/> | Deny | <input type="checkbox"/> |

*(academic positions only) Rev. 12-11-08