



## Staff Recruitment Form/Request for New Position

### Instructions:

1. If recruiting for an **EXISTING POSITION**, hiring manager completes the **Existing Position section** below, and forwards this form along with a copy of the position description (PD) to [HR\\_recruiting@richmond.edu](mailto:HR_recruiting@richmond.edu).
2. If requesting a **NEW POSITION**, hiring manager completes the **New Position section** below, and sends this form along with a copy of the position description (PD) to [HR\\_recruiting@richmond.edu](mailto:HR_recruiting@richmond.edu).
3. An HR representative will contact you within 1 business day to communicate next steps.

*Please note: Omitting any requested information or the PD may delay this process.*

<b>If EXISTING POSITION:</b>	
<b>Position Number:</b>	_____
<b>Replacement for:</b>	_____
<b>Current Position Title:</b>	_____
<b>Do you have a current Position Description (PD)?</b>	Yes (please attach)    No
<b>Are you requesting a new title or the PD changed?</b>	Yes    No
<b>Do you expect to make any org structure or reporting line changes with this hire?</b>	Yes    No
<b>Work Hours:</b>	_____
<b>Reports to:</b>	_____

<b>If NEW POSITION:</b>	Position #: _____ Grade: ____ (to be completed by HR)
<b>Briefly describe why you need this position in the Comments/Notes section below.</b>	
<b>Who has approved the position and funding?</b>	_____
<b>Labor Distribution:</b>	Organization: _____ Fund: _____
	Organization: _____ Fund: _____
<b>Permanent position or does it have an end date?</b>	Permanent    End Date _____
<b>Reports To:</b>	_____
<b>Full-Time or Part-Time?</b>	_____
<b>Regular Schedule:</b>	Hours per Week _____ Weeks per Year _____
<b>When do you expect to recruit for this position?</b>	_____
<b>Position Title:</b>	_____
<b>Do you have a Position Description (PD)?</b>	Yes (please attach)    No

<b>Comments/Notes:</b>