

Division of Student Affairs

Job Requisition Approval Form

✓ **For use by DSA General Fund Units and University Unions**

- University Housing, University Health Service and Recreational Sports units should contact their HR Office for documentation requirements and procedures.

Department Name		Department ID #	
Market Title/Classification		Job Code #	
UNDERFILL Market Title		UNDERFILL Job Code #	
Posting (Working) Title (optional)			

- Permanent Positions, Career Path Navigator: <http://careernavigator.umjobs.org/>
- Temporary Appointment Classifications: <http://hr.umich.edu/compclass/schedules/temp.class.html>

Posting Begin Date (ASAP or MM/DD/YY)*		Posting End Date (MM/DD/YY or 2 weeks)**	
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* Posting Begin Date can be any day of the week.

** The Posting End Date must be a minimum of 7 calendar days (DSA encourages departments to post positions for 2 calendar weeks).

- AFSCME permanent job openings will be posted Monday through Saturday.
- Temporary job openings will be posted for a minimum of 2 calendar days.

Unit PCN		Standard Hours	
New Position* (Yes/No)		Comments:	
Temporary Position (Yes/No)			

*Attach Position Description Form for all new permanent positions

Name of Employee Being Replaced	(Permanent Employees Only)
Date Employee Last Worked & Comments	

Work Location

Department Name for Posting	
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Supervisor

Immediate Supervisor Name*	
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Hiring Team (staff required to have access to view resumes online)*

Director Name**	
Admin Asst/Secretary Name**	
Additional Hiring Team Members	
Additional Hiring Team Members	
Additional Hiring Team Members	
Additional Hiring Team Members	
Unit HR Representative Approvers	Shelli Aldrich Reed Thomas All
UHR/EPC Primary & Final Approver	Shirley Sindlinger

*Must have minimum of "HR Resume Viewer" Access

**Must have "HR EMP JOB OPEN UPDATER" Access

JOB POSTING INFORMATION

Send as WORD document attached to an e-mail message to:
DSA_HR_Office@umich.edu

Use text from previous posted position	Job Requisition Number	#
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Otherwise:

Describe the **Job Responsibilities** and **Department** Required and Desired Qualifications as you would like them to appear in the online job posting.

Job Summary/Responsibilities:

Required Qualifications:

Desired Qualifications:

Licensure & Certification Requirements:

Work Schedule:

DSA Target Salary Range	\$	to	\$
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The DSA "Target" Salary Range will be added to all Job Requisitions submitted to the DSA HR Office. (permanent positions only)

Approved by Immediate Supervisor _____ Date _____

Approved by Department Head/Director _____ Date _____

Approved by * _____ Date _____

* Supervising AVP and AVP Finance & HR signatures required for NEW or RECLASSIFIED Permanent Positions!

Job Req Approved & Sent to EPC by:	Thomas P All or Shelli Aldrich-Reed	Date:	
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