

**Effective September 12, 2008, there is a hiring freeze on all State funded & related positions.
See HR website for details.**



Position Requisition -- University of Maryland, Baltimore

Please return completed form and job description to:

Compensation - 620 W. Lexington Street, 3rd Floor (eff. 10/1/08)
(410) 706-6338 [P] (410) 706-0765 [F] www.hr.umaryland.edu

Requestor Information:

School Name:		Department/Division Name:	
Department Code:		Building Code:	
Name of Requestor:	Email Address:	Phone Number:	Fax Number:

Funding Source:

State	Grant / Contract	Revolving	Other
PCBU # :			
Regular <input type="checkbox"/>	Contingent II <input type="checkbox"/>	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/> % FTE :Hrs

Type of Request: check applicable

Create and Fill:	Suggested Job Title:
Re-Fill Existing Position:	Existing Title:
	Existing Position Number:
	Current/Last Incumbent:
Out of State/Country Assignment? Yes No Possibly	
Details:	

Does this position require working with any of the following?

Select Agents: Yes No	Radioactive Materials: Yes No	Hazardous Materials: Yes No
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School / Department Approvals:

By signing in the designated areas below, I am verifying that I have identified and approved funding source(s) for this position. I understand that should this approved funding source become unavailable that the Department identified above will be charged for any portion of the unavailable funding source(s).

Signature of Requestor:	Date:
Department/School Approval Signature:	Date:
Primary Contact:	Phone:

Human Resource Services Use Only:

Financial Disclosure Required:	Excluded From Notice:	CC Eligible:
Approved UMB Title:	Job Code:	
C.B. Eligible: Yes No	Reason Ineligible: M S C C2	
Signature of Approving Comp Specialist:	Date:	
Signature of Specialist Completing Position Management:	Date:	
Position Number:	Req.#:	

To facilitate the posting process, please send the desired position description electronically to your Staffing Specialist.