|  |  |  |  |
| --- | --- | --- | --- |
| **Create Position/Job Requisition Template (Temp/Hourly)** | | | |
| Name of selected candidate: |  | Anticipated Start Date: |  |
| Candidate email: |  | Scheduled End Date: |  |
| **Who will be the new employee’s direct manager?** | |  | |
| Job Posting Title (i.e. Working title):Job Profile (State title): |  | | |
| Summary of Job Duties: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications:Minimum and Preferred |  | | |
| **Hourly Pay:** |  | | |
| **Cost Center/Worktag:** |  | **Appointment Percentage:** |  |
| **Scheduled weekly hours:** |  | **Work Location:** |  |

|  |
| --- |
| Physical Activities (List options for each category, if not applicable add N/A) |

|  |  |
| --- | --- |
| Balancing, Climbing, Crawling, Crouching, Driving, Feeling, Manipulate items with fingers, including Keyboard, Grasping, Hearing, Kneeling, Lifting, Pulling, Pushing, Reaching, Repetitive Motion, Sharps, Sitting, Standing, Stooping, Talking, Walking. | |
| **Constant Physical Activities:**  **(Daily)** |  |
| **Frequent Physical Activities:**  **(Weekly)** |  |
| **Occasional Physical Activities:**  **(Monthly or Yearly)** |  |
| **The Physical Requirements of this position. (Please check all that apply):** | Sedentary Work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Sedentary work involves sitting most of the time. |
| Light Work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible about of force constantly to move objects. If the use of force is greater than that for sedentary work and the worker sits most of the time, then the job is rated for light work. |
| Medium Work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/ or up to 10 pounds of force constantly to move objects. |
| Heavy Work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| Very Heavy Work. Exerting in excess of 100 pounds of force occasionally, and/ or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |
| **The visual acuity requirements including color, depth, perception and field vision (Please check all that apply):** | Employee is require to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (I.e., custodial, general laborer, lab personnel, etc.) of to make general observations of facilities or structures (i.e., security guard) |
| Employee is required to have visual acuity to operate motor vehicles and/or heavy equipment. |
| Employee is required to have visual acuity to perform an activity such as: operates machines where the seeing job is at or within arm’s reach; performs mechanical or skilled trades takes or a non-repetitive nature, such a carpenters or technicians. |
| Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes. |
| **The conditions the worker will be subject to in this position. (Please check all that apply)** | The worker is subject to inside environmental conditions. Protection from weather conditions but not necessarily from temperature changes. |
| The worker is subject to outside environmental conditions. No effective protection from the weather. |
| The worker is subject to both environmental conditions. Activities occur inside and outside. |
| The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity. |
| The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humanity. |
| The worker is subject to noise. There is sufficient noise to cause the worker to shout order to be heard above ambient noise level. |
| The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body. |
| The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts or vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemical. |
| The worker is subject to atmospheric conditions. One of more of the following conditions that affect the respiratory system of the skin, fumes, odors, dust, mists, gasses, or poor ventilation. |
| The worker is frequently in close quarters, crawl, shafts, manholes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia. |
| The worker is required to function in narrow aisles or passageways. |
| None. The worker is not substantially required to adverse environmental conditions. |
| **Driver indicator: will the employee drive on a regular basis, i.e. once or more a week?** | Yes  No |
| **Is this position a Designated Research Position? See Act 473 for details.** | Yes  No |
| **Background Checks**  **Does this position handle cash funds, including credit card processing, as a primary job duty?**  **Does this position perform duties that are security sensitive at such a level that they have broad access to or permanent retention of confidential information, e.g., social security numbers or system-wide passwords?**  **Does this position (including faculty positions) provide care or supervision to minors (persons under 18), patients, mentally ill or developmentally disabled persons, or similar populations, as a primary job duty?**  **Does this position perform duties in residence halls and Greek houses, including serving as resident assistants?**  **Is this a non-faculty position designated as a safety officer or operate facilities distributing hazardous substances?**  **Is this position a senior administrator who is assigned a level of responsibility and authority that provides broad access to sensitive or protected information?**  **Will this person be working in a health care or protection position with seniors over 60 years of age and/or adults over 18 years of age with disabilities?** | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |

**Additional Information**

How will this position be funded?

Is this a new position? If not, who is this position replacing?

**A Note to Managers:**

1. Ensure the selected candidate meets the minimum qualifications for the position you are selecting and provide a copy of their resume with this completed form
2. Ensure your selected hourly rate is within the provided range found on the **Temporary Employee Rate Chart** on HR’s Hiring page
3. Ensure the applicant has applied to **UADA Temporary Positions** <http://uada.edu/jobs>
4. If there is a change in start date or if the candidate does not plan to start work, please let your employment coordinator know as soon as possible
5. Check out the **Onboarding Supervisor Checklist** at the top of HR’s hiring page

Human Resources Hiring page: <https://uada.edu/employees/business-office/human-resources/hiring-resources.aspx>