STAFF JOB POSTING REǪUEST

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| **Date:** |  |
| **Department:** |  |
| **Hiring Manager:** |  |
| **Work Location:** |  |
| **Full-Time/Part-Time, Temporary, Benefit or Non- Benefit Eligible** |  |
| **New or Replacement (if replacement incl. incumbent name & EMPLID):** |  |
| **Job Code:** |  |
| **Position Number:** |  |
| **Was an ePCǪ recently submitted for this position?** |  |
| **Pay Range:** |  |
| **Funding Source:** |  |
| **MoCode:** |  |
| **Potential Start Date (*minimum 2 weeks* ):** |  |
| **Is this a "Hot Job"?** **(*Employee Incentive Posting HR-126)*** |  |
| **Will working title be different than job code title?** |  |
| **Will this position sponsor a Visa? (yes/no)** |  |
| **Interviewers:** |  |
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|  |  |
| **Interested Parties:** |  |
| (those in approval chain who are not listed as an interviewer or hiring manager)  |  |
|  |  |
|  |  |
|  **Shift:**  |  |
| **Preferred Qualifications:** |
|  |
| **Job Description:**  |