**THIS WORD DOC REPLICATES THE SMARTSHEET RII RECRUITMENT REQUEST FORM for easier editing/sharing before you’re ready to submit the info**

Date

Department

Form Completed By

Email + Phone

Recruitment Approved by Unit Leadership (check box)

Approved By

Department Comments

Contact for Applicants

Employment Category (University staff, career track, postdoc, continuing, continuing eligible, non-tenure)

Position Title (what we want to call it; can be the same or different from Job title)

Job Title (University Staff position—mapped to university career architecture)

Supervisor

Supervisor Email

Time Approver (Same if same as Supervisor)

Type (New position or backfill)

If backfill, outgoing employee name

Employment Duration (drop-down options: Continuous, Extended temporary (6-24 months), Temporary less than 3 months, Temporary less than 6 months)

FTE

# of positions

Budget Impact (if positions are not 100% grant funded, are costs accounted for in the current FY and future budgets taking into account any expected budget cuts?)

Account Numbers (include % of each if more than one)

Account for Background Check Fees

Salary/Hrly Rate (A range is recommended here. For University Staff, please be sure to follow the appropriate pay grade range listed for your mapped position, keeping in mind you can only post up to the midpoint without prior HR approval. “DOE” can be listed, however recent studies show this is less effective in drawing candidates

Start-up

Moving Allowance

Cost Impact (same, higher, or lower)

Why is this role critical? (This info is for RII Senior Leadership and should be no more than 3-4 sentences max.)

What is the impact if this role is not filled? (This info is for RII Senior Leadership and should be no more than 3-4 sentences max.)

Will this position supervise others?

Number Staff/Faculty supervised

Number students supervised

Recruitment Type (select: Public, UA Internal, RII Internal, \*Non-competitive—contact RII ES prior to selecting this last option)

Open until Filled? Y/N

If No, what is the preferred close date?

Documents Required? (check boxes: Cover letter, resume, CV, one additional document, two additional documents, three additional documents)

Describe additional documents, if any (but not references—reference collection should happen in the interview stage)

Work Location (IMPORTANT: ALL requests for remote work arrangements must be vetted and approved by RII senior leadership and central Human Resources before the posting or offer is made to the candidate. This can take between 4 and 6 weeks for approval and an additional 2 weeks for the hire process to commence after approved. Please contact riies@arizona.edu immediately a candidate is selected! If work site is out of country, STOP and contact us at RIIES@arizona.edu.)

If not Main Campus list location (If work location is out of state, please explain business purpose and why this work cannot be conducted on campus. Include city and/or state of work location. This requires SVPRI and HR approval *before* it can be posted.)

Position Summary (Briefly but succinctly, summarize the primary purpose of the position(s). Include desired characteristics of an ideal candidate (samples available upon request). Include brief paragraph describing department and/or program. 2,000 **characters**or less. If longer than 2,000 **characters**, RII ES may use their discretion to revise and shorten. TIP: This is what gets posted, so focus on *selling* this position to applicants—what will they \*get\* to do, what opportunities will they have, what will they learn, who will they interact with, etc.—what makes it exciting, vs. an onerous list of everything you need help with.)

Duties & Responsibilities (in list format starting with most important/primary)

KSAs (Knowledge, Skills, and Abilities) in list format [broader and looser in interpretation than preferred qual, could be worded like “has the ability to”, “skilled in,” “has strong xxx skills”]

Minimum Qualifications (These are the minimum to be considered qualified for the position. Should include education, years of experience and accepted equivalency, if any. Can include specific fields of study. For University Staff, this must match what is listed for your position mapping in [JDXpert](https://arizona.jdxpert.com/frmMain.wgx?vwginstance=0).)

Preferred Qualifications (Qualifications that will help distinguish highly qualified applicants. Should not conflict with minimums. For instance, if BA is the minimum you may consider an MA as being more qualified. This is also where you want to list preferred "experience" qualifications

like “prior experience managing a diverse team” or specific certifications, “proficiency with MS Office suite”)

Search Committee Chair

Search Committee Members (If a member of your search committee is a non-UA employee or student please reach out to Angie at abohorquez@arizona.edu for assistance with creating a DCC relationship. DCC relationship is required for the individual to be able to access Talent to review applications. Search committees work best when comprised of at least 3 people and the guidance is to ensure committee members of a diverse background.

Performing Security sensitive functions (check all that apply)

Working in a laboratory setting (check all that apply)

Export control (check all that apply)

File upload – upload mapping form here!