



7C@@9; 9'5GG-GH5BH POSITION REQUEST FORM

FY 20\_\_ - 20\_\_

SECTION I: COMPLETED BY THE HIRING DEPARTMENT

(Search will begin ONLY after department/division receives an e-mail with an attached fully signed # Position Request Form from Human Resources)

Hiring Department: \_\_\_\_\_ Requested Salary/Range: \_\_\_\_\_

Proposed Payroll Title: \_\_\_\_\_

1a. If this is a new position, submit with this request, a detailed justification.

1b. If this is a replacement position, complete the following:

Name of Previous/Current Employee: \_\_\_\_\_

Payroll Title: \_\_\_\_\_

1c. For ALL positions, complete the following:

Funding Source: \_\_\_\_\_ Proposed Appointment Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Department Director Signature Date

\_\_\_\_\_  
Name of Vice President Signature Date

APPROVED:  YES  NO

APPROVED:  YES  NO

APPROVED:  YES  NO

\_\_\_\_\_  
AVP for Finance

\_\_\_\_\_  
AVP for Administration

\_\_\_\_\_  
President

If approved, Budgeted Amount: \$ \_\_\_\_\_

SECTION III: COMPLETED BY HUMAN RESOURCES

Effective Date: \_\_\_\_\_

CUNYFirst Position Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Human Resources Designee Signature Date