

Contingent I Staff

The Permission to Recruit request form is applicable to all Contingent I – exempt and non-exempt positions and student employees. The Director of Administration and Talent Management has budgetary approval authority for the Permission to Recruit which is required to initiate the hiring process. This form allows for a review of departmental and budgetary requirements to the job posting by the Office of Human Resources.

Job Title: _____

Division / Department: _____

Requested By: _____

Position Reports To: _____

POSITION INFORMATION

Position Status (Check One): CI, Exempt Staff CI, Non-Exempt Staff

Is this position funded through a grant? Yes No

Start Date: _____ End Date: _____

Hourly Rate: _____

NEW POSITION (COMPLETE ONLY IF NEW POSITION)

Has base / permanent funding been identified? Yes No

If No, who/how are the additional funds being provided?

Department providing funding: _____ FRS No: _____

Department providing additional funding: _____ FRS No: _____

(IF APPLICABLE)

REPLACEMENT INFORMATION

Name of separating employee: _____
Last day of employment: _____
Position Title: _____
Position Status: _____
Salary at time of separation: _____
Department providing funding: _____ FRS No: _____

Note: If position requires review by the Compensation and Classification at UMCP, the new salary range will be provided by OHR.

JUSTIFICATION

Please provide all pertinent information for the position request. If needed, an additional sheet may be attached.

Sr. Division Officer_____
Date_____
Director of Administration and Talent Management_____
Date