# HR Position Request Form

**Complete all sections, unless noted otherwise.**

1. **Basic Information:**

**Submission Date:** Click here to enter a date.

**Department:** Click here to enter text.

**Hiring Manager Name:** Click here to enter text. **Harvard ID:** Click here to enter text.

**Work Location:** Click here to enter text.

**Department Administrator:** Click here to enter text.

**Senior HR Consultant:** Click here to enter text.

1. **Request Type:**

**New Position:**

* + Title: Click here to enter text.

**Straight Replacement:**

* + Title: Click here to enter text.
  + Name of previous incumbent: Click here to enter text.
  + Date the position vacated: Click here to enter a date.

**Replacement with Changes:**

* Title: Click here to enter text.
  + Name of previous incumbent: Click here to enter text.
  + Date the position vacated: Click here to enter a date.

**Review for Reclassification:** **(Complete sections A, B, D, E, and H)**

* + Current Title: Click here to enter text.
  + Proposed title: Click here to enter text.
  + Name of incumbent: Click here to enter text.

**Adjust Existing Term Appointment:**

* + Name of incumbent: Click here to enter text.
  + Remove end date? Yes No
  + Extend end date? Yes No Proposed end date: Click here to enter a date.

1. **Funding Source for Position Request:**
2. **Is this position 100% grant funded?** Yes No

**If yes, what is the grant end date?** Click here to enter text.

**If yes, complete only sections A, B, C, D, and E.**

1. **Identify the specific funding source for this work (i.e., school funds, discretionary, grant) and the amount for each source stated.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tub** | **Org** | **Object** | **Fund** | **Activity** | **Sub Act** | **Root** | **%** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | | | | | | | **100%** |

**D. Position Information:**

1. **Total FTE and Standard Hours:** Click here to enter text.
2. **Absence Group ID (ask dept admin):** Click here to enter text.
3. **Work Address (ask dept admin):** Click here to enter text.
4. **Is this a term position?** Yes No **If yes, what is the end date?** Click here to enter a date.
5. **Provide the job description (limit 4,000 characters for Harvard Careers posting).**

Click here to enter text.

1. **Breakdown the work and responsibilities; provide the percentage of time spent on each area. The percentage of time must total 100%.**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROPOSED/CURRENT** | | **FOR RECLASS PURPOSES ONLY** | |
| **Proposed/Current Job Responsibilities** | **% of time spent on each** | **Former Job Responsibilities** | **% of time spent on each** |
|  | **%** |  | **%** |
|  | **%** |  | **%** |
|  | **%** |  | **%** |
|  | **%** |  | **%** |
|  | **%** |  | **%** |
|  | **%** |  | **%** |
| **TOTAL** | **100%** |  | **100%** |

1. **Comparable Positions: List other positions that focus on the same work. Provide name, title, and department.** Click here to enter text.
2. **Basic Qualifications: Basic work experience, education, training and/or licenses necessary to be considered for the job at the time of hire. Should not be so restrictive that they exclude candidates who might reasonably have the ability to do the job. Please note that in order to be selected, a candidate must meet every basic qualification listed on a job description. (Examples: Bachelor’s degree in accounting or related field, or minimum of 2 years’ experience.)**

Click here to enter text.

1. **Additional Qualifications: List the subjective abilities and preferred skills or experience. (Examples: excellent organizational skills, Bachelor’s preferred.)**

Click here to enter text.

1. **Does this position have budget/financial management responsibilities?** YesNo

**If yes, describe the funding authority and size of budget.** Click here to enter text.

1. **Does this position manage others or have responsibility for hires and terminations?**

YesNo **If yes, indicate the number of direct reports.** Click here to enter text.

**E. Organizational Chart:**

**Copy or attach your organizational chart.**

Click here to enter text.

**F. Request to Waive Posting**

**To waive the posting of an open, exempt position, where the hiring manager has identified ONE eligible internal candidate requires the approval of the Chief Human Resources Officer.**

* **Proposed internal candidate name:** Click here to enter text.
* **Approval by CHRO** YesNoDate**:** Click here to enter a date.

**G. Position Justification (for roles that are NOT 100% grant funded):**

1. **Please provide a narrative explaining the need for the requested position, taking care to cover the following, supporting with data where possible:**

* **How does the position support the goals and key initiatives of the department or School?**
* **Will the work support activities that bring in new or additional revenue?**
* **Does the work support efficiency gains?**
* **Explain the impact on the department or School if the position is not approved.**

Click here to enter text.

1. **Document the steps taken to evaluate the structure of the department to ensure work is being done in the most efficient and effective way possible.**

Click here to enter text.

1. **Describe strategies or opportunities to reduce the financial impact of this new role.**

Click here to enter text.

**H. Job Posting & Position Request Addendum**

**PRE-EMPLOYMENT SCREENING:** *In accordance with Harvard University policy on pre-employment screening, please check all that apply to this position.* The purpose of the pre-employment screening is to further promote the safety and security of the Harvard community, to minimize the potential risk of loss, and to promote uniformity in hiring and screening processes. The required screening is role specific and must be posted in the ASPIRE requisition. Additionally, consent must be obtained from candidate before screening is conducted.

**IDENTITY**

Required Identity Screen – this screening is required for all new hires into covered positions.

**LICENSE**

Covered positions in which the individual:

Will require a specific license (e.g. driver’s, professional, technical). If yes, please specify type of license required: Click here to enter text.

**EDUCATION**

Covered positions in which the individual:

Will require a particular degree (e.g. Master’s degree, PhD, etc.) or other educational credential identified as a Basic Qualification in the job posting.

**CRIMINAL**

Covered positions in which the individual:

Will have unsupervised access to dorms or other residential housing, valuable artifacts, significant amounts of cash, drugs, radiological materials, or animal care facilities.

Will serve as a “Responsible Adult” as defined by Harvard’s Policy for the Safety & Protection of Minors (see: [http://youthprotection.harvard.edu](http://youthprotection.harvard.edu/)).

Will have access to High Risk Confidential Information (HRCI), as defined in Harvard’s Information Security Policy, or other data classified by the University as Level 4 or Level 5 information. (see: <http://policy.security.harvard.edu/view-data-security-level>).

Will have the ability to disrupt or disable highly sensitive or confidential data (classified as Level 4 or Level 5 information) or systems, including core infrastructure systems. Such positions would include those in which the individual will be responsible for information security and/or database or storage administration, or will have access to network routers, switches, servers, and/or management systems (*e.g.*, LANDesk).

**CRIMINAL AND CREDIT**

Covered positions in which the individual:

Will have access to aggregate credit card data (this does not apply to position where employee will only have access to one credit card number at a time while processing a transaction; does not include p-cards or corporate cards).

Will have the ability to authorize and/or approve financial transactions of $50,000 or more.

**DRUG TESTING**

Covered positions in which the individual:

Will require a commercial driver’s license, as required by the U.S. Department of Transportation regulations.

**DEBARMENT, EXCLUSION OR SUSPENSION SCREENING**

Will be working on federally funded research (i.e. grant, contract etc.)

**OCCUPATIONAL HEALTH SCREENINGS**

**ENVIRONMENTAL HEALTH AND SAFETY, WORKING WITH ANIMALS AND/OR HAZARDOUS MATERIALS**

Covered positions in which the individual:

Will be working with animals.

If yes, please list the animal species\*: Click here to enter text.

*\*(Posting will include the following language: “Offer contingent upon successful completion of a pre- placement medical evaluation”)*

Will be exposed to any toxic, radioactive or infectious materials. If yes, please list any such materials: Click here to enter text.

Will be exposed to human blood, primary tissue, or cell lines. If yes, please list: Click here to enter text.

**Please send completed form:**

|  |  |
| --- | --- |
| **For Request Type** | **Send to** |
| **100% grant funded positions (New, Straight, and Replacement with Changes)** | [**HR Recruiter**](https://hr.hms.harvard.edu/your-hr-team/people-by-department) |
| **Request for Reclassification** | [**Sr. HR Consultant**](https://hr.hms.harvard.edu/your-hr-team/people-by-department) |
| **Positions not 100% grant funded that need to be posted (New, Straight, and Replacement with Changes), and**  **Adjust Existing Term Appointment** | [**Emily Quinn, Sr. HR Coordinator**](mailto:Emily_Quinn@hms.harvard.edu?subject=Position%20Request%20Submission) |

|  |
| --- |
| **For HR/Budget use only:** |
| Decision regarding resource request:  Approval to move forward with position posting.  Denial of position request. Please explain: Click here to enter text.  More information needed for review. Please explain: Click here to enter text.  Date of decision: Click here to enter a date.  Job Code:  Department ID:  Recruiter:  Grade:  AA Job Group:  EEO Code:  Employee Class:  Union:  FLSA status:  Compensation FLSA tracking code:  Federal Contract Job E-Verify:  Additional Information (Optional):  Budgeted Salary Range: |