

HMS Human Resources - Job Posting & Position Request Form

1. **Straight Replacement Position:** Please check here if you are requesting a replacement position without changes. Please complete sections #1 through #3 and we can use the job description on file.
2. **Replacement Position with changes:** Please check here if you are requesting a position with changes. Complete sections #1 through #3. HR will work with you using the job description on file. If substantive changes are being made which could result in a change to grade you will need to complete sections #4 and #5.
3. **New Position Instructions:** Please check here if you are requesting a new position. Complete all sections of this form as appropriate.

| Section 1: Contact Information | |
|--|---|
| Department Administrator: ____ Office Address: Phone: E-mail: Receive Resume Yes No | Hiring Manager/Supervisor: ____ Office Address: Phone: E-mail: Receive Resume Yes No |
| Person to receive resumes: ____ <i>(If different from hiring manager)</i> Phone #: E-mail: | Person to receive resumes: ____ <i>(If different from hiring manager)</i> Phone #: E-mail: |

| Section 2 : Position Information | |
|---|---|
| Date requested: ____ Position Title (based on job code): ____ Working Title: <i>(If different than above)</i> | Department Name: ____ Department ID: ____ Absence Management Group ID: ____ Time and Labor Group ID (non-exempt only): |
| Work Address: (If different from Hiring Manager address): | Headcount: Is position: New Replacement If replacement, name of last incumbent: ____ Number of positions: ____ |
| Hours Per Week: ____ or % FTE: ____ Weekly Work Schedule: ____ | Candidate Information: Is there a candidate in mind? Yes No Name of candidate in mind: ____ Candidate is a |
| Alternative Work Arrangements: Flexible Hours Job Share N/A | Is this a term position? Yes No What is the end date? |

| Section 3: Funding Information | |
|---|---|
| Is this a grant-funded position? Yes No | If yes, what is the end date? - |
| Has this position been included in your budget? Yes No | Budgeted Salary Range: ARRA-funded? Yes No Yes No \$ to \$ |

1. Do you know of a similar or comparable position in this or any other department? Yes No
If yes, please describe or list staff name:

2. Does this position require the candidate to have specific technical or scientific training? Yes No
If yes, please describe the required training:

3. Does position have authority to authorize expenditures and/or make financial decisions? Yes No
If yes, what is the funding authority and/or the financial decisions this position makes and the effect these decisions have on the overall operating or financial success of the unit, school, or the University?

What is the size of the budget for which this position is responsible?

4. Does this position have management responsibility and authority for hires and terminations? Yes No
If yes, please indicate the number of direct reports.

HR Use Only

Job Classification Code
Job Family
Salary Grade
Position Status

HMS Human Resources - 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:

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>).

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.

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*: _____

*(Posting must 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:

_____ Will be exposed to human blood, primary tissue, or cell lines.

If yes, please list: _____