

Job Posting Template

Complete this form to request a RFMH job posting. Please answer all questions as incomplete submissions may cause a delay.

Job Data:

Date of Request:

Department:

Job Title:

Exemption Type:

RFMH Salary Grade:

RFMH Salary Basis:

If Part-Time, indicate % of Full-Time effort:

Annual Salary or Hourly Rate of Pay:

Work hours based on:

Supervisor (Includes approving employee timecards):

Work Location: Full address of physical work location.

Address:

City:

State:

Zip Code:

Floor/Room and or Suite Number:

Work Environment:

Does this position require contact with children?

Does this position require contact with animals?

Does this position require regular and substantial unsupervised or unrestricted physical contact with service recipients?

Is this position working in a lab environment?

Will this position supervise other staff?

If yes, please indicate this in the job duties and responsibilities section.

Project/Task/Award (P/T/A):

*By listing a project(s) and allocation you are certifying that there is ample funding to support this position.

***550 Location only** – If the P/T/A listed requires spending approval, please provide the completed MOU. The position cannot be posted with completed spending approval. The combination of the percentage of effort **must equal 100%**.

Project Number:

Percentage of Effort:

Project Number:

Percentage of Effort:

Project Number:

Percentage of Effort:

Job Description: Summary description of the position and percentage of full-time effort.

Duties and Responsibilities: Include specific details regarding the daily tasks and responsibilities of the position. Reference key functions, special skills and requirements of the position. Such as regular overnight travel, night and weekend work or bilingual English/Spanish. Allows candidate to self-assess their skillset against the needs of the role.

Minimum Qualifications: Minimum education and work experience or combination required. Applicants are considered qualified if they meet the minimum qualifications for the position. **Qualifications must be specific and/or measurable.**

Preferred Qualifications: Preferred Qualifications for consideration **in addition** to the **minimum** qualifications referenced above. **Qualifications need to be specific and/or measurable.**

Interview and Onboarding Information:

Duration of job posting (Number of calendar days – minimum of 3 business days):

Individual(s) to receive applications via ApplicantPro:

Individual(s) conducting the interviews:

List up to two names and email addresses on who should be copied on all correspondence to employee for onboarding purposes:

Name:	Email Address:
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Name:	Email Address:
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Principal Investigator(s) Signature (required)*:

*Must be signed by each Principal Investigator who supports the hires salary.