

DATE REQUESTED \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 EFFECTIVE DATE  
 OF CHANGE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**POSITION REQUISITION FORM**

☐ Hospital Position ☐ Health System Position ☐ UAB Highlands Position

DEPARTMENT NAME \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
 ORGANIZATION # \_\_\_\_\_ DISTRIBUTION # \_\_\_\_\_ JOB # \_\_\_\_\_  
 JOB CODE & JOB TITLE ON BUDGET RECORD \_\_\_\_\_

**I. RECRUIT FOR POSITION**

**APPROVAL REQUIRED**

CHECK ONE		Cost Center Mgr	Cost Center Dir	AVP	CEO
<input type="checkbox"/>	New Unbudgeted Positions	Yes	Yes	Yes	Yes
<input type="checkbox"/>	Refill / Reclassify Position Incumbent: _____	Yes	Yes	Yes	No
<input type="checkbox"/>	New Budgeted Position	Yes	Yes	No	No
<input type="checkbox"/>	Refill Budgeted Position Incumbent: _____	Yes	Yes	No	No

**FULL TIME** **PART TIME** **3-12 HOUR** **WEEK END** **STAFFING POOL** **TEMP** **TEMP SVCS** **IRREGULAR**  
 NUMBER OF HOURS PER WEEK \_\_\_\_\_ SHIFT \_\_\_\_\_ FTE \_\_\_\_\_

**DEPARTMENTAL REQUIREMENTS NOT INCLUDED ON JOB DESCRIPTION**

COMPLIANCE WITH UAB'S MINIMUM JOB QUALIFICATIONS IS REQUIRED OF ALL POSITIONS

LEVEL OF EDUCATION: \_\_\_\_\_ DEGREE \_\_\_\_\_ MAJOR \_\_\_\_\_  
 YEARS OF RELATED EXPERIENCE: \_\_\_\_\_  
 LICENSE(S) OR CERTIFICATION(S): \_\_\_\_\_  
 SKILL REQUIREMENTS: **TYPING** ☐ YES ☐ NO **WPM** \_\_\_\_\_  
 COMPUTER RELATED SKILLS: \_\_\_\_\_  
 OTHER DEPARTMENTAL SKILLS: \_\_\_\_\_

**II. CHANGE IN POSITION**

☐

**DELETE POSITION**

☐

**CHANGE OF TITLE**

☐

(Attach memo from Human Resources reclassifying position.)

	Organization #	Job #	Dist #	FTE	JOB TITLE	JOB CODE
FROM:						
TO:						

**III. CONTACT INFORMATION:**

TO BE INTERVIEWED BY: \_\_\_\_\_ PHONE \_\_\_\_\_  
 OFFICE LOCATION: \_\_\_\_\_ E-MAIL \_\_\_\_\_

**IV. APPROVALS:**

SIGNATURE COST CENTER MANAGER	DATE		SIGNATURE AVP	DATE
SIGNATURE COST CENTER DIRECTOR	DATE		SIGNATURE CEO	DATE

**RMS/HRM Support Services Use Only:**

**ORACLE Maintenance Complete**  
**(Date/Initial):** \_\_\_\_\_

**HUMAN RESOURCES USE ONLY:**

**REQUISITION #** \_\_\_\_\_ **BR** \_\_\_\_\_

**APPROVED TITLE** \_\_\_\_\_ **JOB CODE** \_\_\_\_\_  
**SALARY RANGE** \_\_\_\_\_ **PAY GRADE** \_\_\_\_\_  
**RECRUITER/PHONE** \_\_\_\_\_ **DATE RECEIVED** \_\_\_\_\_