



UNM Department of Biology
STAFF POSTING REQUEST FORM

Supervisor Name _____

Supervisor Banner ID# _____

Working Job Title _____

FTE/Appt % ☐ 100% ☐ 50% ☐ 25% On-Call

☐ Term position - End Date of Term Position _____

☐ Temporary position - End Date of Temporary Position _____

Salary Per Hour Non Exempt \$ _____ Minimum Salary \$11.50 hr

Monthly Salary Exempt \$ _____

Index Code(s) for Position _____

Supervisor (Reports To) Name _____

Supervisor (Reports To) UNM ID _____

Requestor Contact Phone

Requestor Email

Anticipated Start Date

Submit your information on the page 2 that accurately list the job description, preferred qualifications and interview questions

Accurate Job Description (Attach on second page)

Preferred Qualifications (Attach on second page)

Interview Questions (Attach on second page)

Date of Request _____ 22

☐ Equity Grid ☐ N/A

☐ Equity ePANS ☐ N/A

☐ Summary of Hire Memo

☐ CCCF & Justification Memo & Interview Committee Notations

Minimum Education: _____

☐ Official College Transcripts

☐ Transcripts On-File w/ HR File

Grade: _____ Position

Class Code: _____

Contract End Date _____

Exempt Position = No OT

Non-Exempt Position = OT

Benefits Eligible Position: Yes No

Non Competitive Hire:

1. Named in a Contract or Grant
2. Professional Service Appointment
3. Sole Source
4. Under-represented
5. Acting and/or Interim Appointment
6. Spouse or Domestic Partner Hiring
7. Change in Employee Status
10. Competitively Chosen by an Outside Entity
15. Short Duration Less Than Three (3) Months
16. Specialty Service Provider
17. Recall from Layoff
18. Employment of Intercollegiate Coaches

FOR HR USE ONLY



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Accurate Job Description: (List primary tasks/duties specific to your position needs)

Preferred Qualifications: (List skills/preferences your ideal candidate may demonstrate)

Interview Questions: (List a copy of probable interview questions)