**CHASS HR Services**

**SHRA Recruitment Template**

*\*denotes information that will show on posting*

Contact your HR Consultant for the current position description, to be utilized in completing this form. Complete this form and upload it to the Personnel Request along with all required documentation.

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| **Position Information** | |
| **Position Number\*** (or enter NEW) | Enter text (required field) |
| **Department OUC** | Enter text (required field) |
| **Department Name\*** | Select department (required field) |
| **Current Classification**(as determined by career band <https://class-comp.hr.ncsu.edu/classification/shra/career-banded-job-titles/> | Enter text (required field) |
| **Band Level** | Choose an item (required field) |
| **Proposed Classification\*** (If creating a new position or requesting a reclassification) | Enter text (required field) |
| **Proposed Band Level\*** (If creating a new position or requesting a reclassification) | Choose an item (required field) |
| **Working Title\*** The above classification serves as the official title. Departments may give a position a working title to further identify an area of service, but it must have the above classification title included. This does not serves as the actual position title. The working title will require College approval.  Example: Administrative Support Specialist for Graduate Services | Enter text (optional field) |
| **Time Limited\*** | Choose an item (optional field) |
| **Time Limited Appointment Length\*** (ex: 6 months, 1 year, 2 years, 3 years. SHRA time limited positions can be no longer than 3 years) | Enter text (optional field) |
| **FTE\*** | Enter text (required field) |
| **Proposed Hire Date\*** (For positions requiring significant changes and updates, please know this may require additional months for further review and approval. Once approvals are received, CHASS HR will recommend an updated proposed hire date at that time.) | Enter a date (required field) |

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| **Reporting Information** | |
| **Supervisor Position #** | Enter text (required field) |
| **Supervisor Title** | Enter text (required field) |
| **Supervisor Name** | Enter text (required field) |

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| **Funding Source** | |
| **Is this position partially or fully funded on ARRA stimulus monies?** | Choose an item (required field) |
| **State Appropriated Funding / Non-State Appropriated Funding** | Choose an item (required field) |

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| **Salary Budget Amount** (If going above the current budgeted salary, first confirm availability of funds with the Assistant Dean for Financial Administration. This amount will not be posted.)  SHRA Salary Reference Rates: <https://ts.hr.ncsu.edu/wp-content/uploads/sites/14/2016/06/cbRates_alpha.pdf> | Enter text (required field) |
| **Anticipated Hiring Range\*** (This will be posted in the advertisement and you must adhere to any posted range. We recommend narrowing down the salary range to target interested candidates.) | Enter text (required field) |
| **Project ID** | Enter text (required field) |
| **Percentage** | Enter text (required field) |
| **Project Name** | Enter text (required field) |
| **Project ID** | Enter text (optional field) |
| **Percentage** | Enter text (optional field) |
| **Project Name** | Enter text (optional field) |

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| **Position Information** | | |
| **Primary Function of Organizational Unit\*** | | |
| Enter text (required field) | | |
| **General Scope of Duties\*** | | |
| Enter text (required field) | | |
| **Key Responsibilities and Related Competencies\***  <https://class-comp.hr.ncsu.edu/classification/shra/career-banded-job-titles/>  Select the appropriate job title for finding the related competencies. Competencies outlined below should match competencies related to the job title and the percentage of time should equal 100%. | | |
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| **Competency** | | Enter text (required field) |
| **Describe the specific tasks and responsibilities performed for the above competency** | | Enter text (required field) |
| **Percentage of Time** | | Enter text (required field) |
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| **Describe the specific tasks and responsibilities performed for the above competency** | | Enter text (required field) |
| **Percentage of Time** | | Enter text (required field) |
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| **Percentage of Time** | | Enter text (required field) |

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| **Other Work / Responsibilities\*** | Enter text (required field) |
| **Job City & State\*** Raleigh, NC (Employees must be physically in residence unless an exception is approved in advance by the Dean. Please refer to offsite work request process) | Enter text (required field) |
| **Number of permanent employees this position supervises** | Enter text (required field) |
| **Adverse Weather** | Choose an item (required field) |
| **Emergency Event Conditions** | Choose an item (required field) |
| **Work Schedule\*** (ex: 40 hours a week with options for a flexible and hybrid work schedule; OR Monday-Friday 8 AM to 5 PM.) | Enter text (required field) |
| **Preferred Minimum Education/Experience\***  (Required minimums are set by the State of North Carolina. Preferred is set by the Department and what their preferred education / experience for the job should be) | Enter text (required field) |
| **Knowledge, Skills, and Abilities Necessary to Perform Job Duties\***  (Example: Proficient in Microsoft Suite, ability to clearly communicate and express ideas, and 3+ years in an academic support capacity) | Enter text (required field) |
| **Required License or Certification** | Enter text (required field) |

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| **External Advertisements** | |
| **Does the Department want UHR to Post on Inside HigherEd?** | Choose an item (required field) |
| **Does the Department want UHR to Post on HigherEd Jobs?** | Choose an item (required field) |
| **Other Places That You Plan to Post**  List other places or indicate N/A. If applicable, you must attach a draft of the external posting. Once approved, department will initiate these advertisements. Must include NC State University name, department name, job location, job title, position or posting #, quick link to or URL with position # to official NC State posting, and the AA/EEO statement. | Enter text (optional field) |

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| **Special Instructions for Applicants\*** (Provide additional instructions. For instance, “Candidates should arrange to have three letters of recommendation sent on their behalf to xxx to be mailed to xxx.” Any additional documents required, should align with required / optional documents below) |
| Enter text (optional field) |

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| **AA/EEO**  Do not make any changes to this statement | NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.  If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or workatncstate@ncsu.edu. Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919-515-3148.  Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. If highest degree is from an institution outside of the U.S., final candidates are required to have their degree equivalency verified at www.wes.org or equivalent service. Degree(s) must be obtained prior to start date in order to meet qualifications and receive credit.  NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. |

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| **Supplemental Questions for Applicants to Answer When Applying\*** |
| Enter text (optional field) |
| Enter text (optional field) |
| Enter text (optional field) |

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| **Additional Application Documents\*** | | |
|  | **Required** | **Optional** |
| Resume or CV |  |  |
| Cover Letter |  |  |
| Contact Info for References |  |  |
| Select additional document (optional field) |  |  |
| Select additional document (optional field) |  |  |
| Select additional document (optional field) |  |  |
| Select additional document (optional field) |  |  |

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| **Search Committee Information** | | |
| **Name**  At least 3 required | **Email** | **Chair**? |
| Enter Name | Enter email |  |
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| Enter Name | Enter email |  |
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| **ADA Compliance Form**  Essential job functions are those duties and responsibilities that an individual must perform with or without the assistance of reasonable accommodations. This checklist is to document the physical and mental effort required in performing essential duties of the position. | | |
| **Physical Activities**  Select all that apply (required) | | |
| **Climbing** | |  |
| **Balancing** | |  |
| **Stooping** | |  |
| **Kneeling** | |  |
| **Crouching** | |  |
| **Crawling** | |  |
| **Reaching** | |  |
| **Standing** | |  |
| **Walking** | |  |
| **Pushing** | |  |
| **Lifting** | |  |
| **Fingering** | |  |
| **Grasping** | |  |
| **Feeling** | |  |
| **Talking** | |  |
| **Hearing** | |  |
| **Repetitive Motion** | |  |
| **None** | |  |
|  | | |
| **Working Conditions**  Select all that apply (required) | | |
| **Subject to inside environmental conditions** |  | |
| **Subject to outside environmental conditions** |  | |
| **Subject to both environmental conditions** |  | |
| **Subject to extreme cold** |  | |
| **Subject to extreme heat** |  | |
| **Subject to noise** |  | |
| **Subject to vibration** |  | |
| **Subject to hazards** |  | |
| **Subject to atmospheric conditions** |  | |
| **Subject to oils** |  | |
| **Required to wear respirator** |  | |
| **Frequently works in close quarters** |  | |
| **Required to function in narrow aisles or passageways** |  | |
| **Exposed to infectious diseases** |  | |
| **Required to function around prisoners or mental patients** |  | |
| **None** |  | |

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| **Physical and Visual Acuity Requirements** | |
| **Physical Requirements** | Select answer (required field) |
| **Visual Acuity Requirements** | Select answer (required field) |

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| **Documents Required Prior to Posting** | **Is this Attached?** |
| **Organizational Chart**  An organizational chart MUST be completed. Please follow [guidelines](https://class-comp.hr.ncsu.edu/org-charts/) for chart.  Additional Org Chart requirements:   * Header to include: College / Division / Unit name * Date last update * Position’s supervisor, peers, and any direct reports * Each position provided on the org chart should include: Name, EHRA or SHRA, and position number (in accordance with guidelines provided above) * Subject position should be highlighted | Select answer (required field) |
| **Draft of External Advertisement** | Select answer (required field) |

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| Signature below certifies review and approval for creating and advertising position and ADA compliance. Changes require resubmission through all approval levels and will significantly delay advertising. | | | |
| **Head/Supervisor’s Signature** *(required)* |  | **Date** |  |