**CHASS HR Services**

**T/TT Recruitment Template**

*\*denotes information that will show on posting*

(Complete this form and upload it to the Personnel Request along with all required documentation.)

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| **Position Information** | |
| **Department\*** | Select department (required field) |
| **Vacancy Type\*** | Select type (required field) |
| **Working Title\***  Rank for faculty positions | Select rank (required field) |
| **Addition to Working Title\***  Example: of Philosophy | Enter supplement to title (optional field) |
| **Proposed Hire Date\***  For 9-month hires, 8/16/xx or 1/1/xx | Enter hire date (required field) |
| **Position Number (Use the current position number or if this is a NEW line, enter NEW)\*** | Enter position number (required field) |
| **Full Time Equivalent (FTE)\*** | Enter FTE (required field) |
| **Academic or Fiscal Year Position\*** | Select option (required field) |
| **Anticipated Hiring Range\***  Enter annualized range to advertise or general language like “commensurate with experience and credentials.”  If you enter an annualized range, you must hire within that range. | Enter annualized range or text (required field) |
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| **Reporting Information** | |
| **Supervisor Name** | Enter name (required field) |
| **Supervisor Title** | Enter title (required field) |
| **Supervisor Email** | Enter email (required field) |
| **Supervisor Position #** | Enter position # (required field) |
| **Supervisor Phone #** | Enter phone # (required field) |
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| **Funding Source** | |
| **Anticipated Position Budget** | Enter budgeted amount (required field) |
| **Project #s** | Enter funding source (required field) |
| **Percentage on Each Project** | Indicate % funding on source (required field) |
| **Project Name(s)**  Only required if paying from a ‘5’ account | Enter project name (optional field) |
| **Is this position partially or fully funded on AARA stimulus monies?** | Select an item (required field) |
| **State appropriated funding / Non state appropriated funding** | Choose an item (required field) |
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| **Position Information** | |
| **Primary Function of Organizational Unit\***  Example: As one of the eleven academic departments in the College of Humanities and Social Sciences, the School of Social Work offers an undergraduate major, minor, and graduate program of study. North Carolina State University, College of Humanities & Social Sciences, School of Social Work (http://socialwork.chass.ncsu.edu/) offers undergraduate and graduate level education to a diverse student body of approximately 350 students. We are located in the Research Triangle Area, in Raleigh, North Carolina. The MSW advance-generalist Social Work curriculum prepares graduates for entry-level social work practice, leadership, the delivery and evaluation of health and human services, as well as future graduate study. | Describe unit (required field) |
| **Essential Job Duties\***  [REG 05.20.27 – Statements of Faculty Responsibilities](https://policies.ncsu.edu/regulation/reg-05-20-27/) might be helpful in describing responsibilities.  Example: The Department of Political Science in North Carolina State University’s School of Public and International Affairs (SPIA) invites applications for a tenure-track, assistant professor position. We seek candidates with research and teaching expertise in American judicial politics. The strongest candidates also will have demonstrated research and teaching interests in comparative judicial politics. Primary teaching responsibilities will be at the undergraduate level in the department’s Bachelor of Arts and Bachelor of Science in Political Science. Faculty with relevant interests may also teach in the department’s Master of International Studies program. | Describe job (required field) |
| **Other Work/Responsibilities\*** | Enter other responsibilities (optional field) |
| **Number of Permanent Employees this Position Supervises** | Enter text (required field) |
| **Percent of Time Spent, Supervising Permanent Employees**  Percentage of time supervising does not impact or take-away from the percentage of time assigned to above competencies. | Enter text (required field) |
| **Job City & State\***  Raleigh, NC (faculty must be physically in residence, including for DE courses, unless an exception is approved in advance by the Dean. Please refer to offsite work request process) | Enter city and state (required field) |
| **Work Schedule\***  Example: varies according to need | Describe schedule (required field) |
| **Adverse Weather** | Choose an item (required field) |
| **Emergency Event Conditions** | Choose an item (required field) |
| **Minimum Education/Experience\***  See [POL 05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure](https://policies.ncsu.edu/policy/pol-05-20-01/)  Example: Applicant must have a PhD in xxx or a related field. Applicant must demonstrate evidence of teaching excellence, strong research and publication skills, and future research productivity. | Enter education/experience (required field) |
| **Departmental Required Skills\***  Example: The ability to carry out an original research agenda in xxx. Strong commitment to excellence in teaching is expected. Excellent communication skills. | Enter required skills (required field) |
| **Preferred Experience, Skills, Training/Education\***  Example: Teaching experience in xxx at the university level, and demonstrated evidence of teaching excellence. | Enter preferred skills (required field) |
| **Required License or Certification\***  Enter requirement or indicate N/A if there are no requirements. | Enter license or certifications (required field) |
| **Disciplines Required or Preferred\*** | Enter discipline (optional field) |

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| **Additional Application Documents\*** | | |
|  | **Required** | **Optional** |
| **Curriculum Vitae** |  |  |
| **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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| **Supplemental Questions for Applicants to Answer When Applying\*** |
| Enter supplement question if applicable |
| Enter supplement question if applicable |

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| **Special Instructions**  Example: Applicants should send letter of interest addressing the major job criteria and arrange to have three letters of recommendation sent to the attention of Ms. Jane Doe, Department of xxx,, NC State University, Campus Box xxxx, Raleigh, NC 27695. | Enter instructions (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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| **External Advertisements** | |
| **Post on Inside HigherEd?** | Select an item (required field) |
| **Post on HigherEd Jobs** | Select 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. | Describe places (required field) |

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| **Search Committee Information** | | |
| **Name**  At least 3 required | **Email Address**  Required | **Chair?**  Check one box |
| Enter Name | Enter email |  |
| Enter Name | Enter email |  |
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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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| **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** |  |

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| **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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| 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** |  | **Date** |  |