**CHASS HR Services**

**Postdoctoral Recruitment Request**

\*denotes information that will show on posting

(Complete this form and upload it to CPAWS along with all required documentation.)

|  |
| --- |
| **Position Information** |
| **Position Number (or enter “New”)\*** | Enter position number or New |
| **Position Type\*** | Select type (required field) |
| **Department\*** | Select department (required field) |
| **Job City & State\*** Raleigh, NC (must be physically in residence, unless an exception is approved in advance by the Dean. Please refer to offsite work request process) | Enter city and state (required field) |
| **Appointment Basis\*** | Select an item (required field) |
| **Academic/Fiscal Year\*** | Select an item (required field) |
| **Full Time Equivalent (FTE)\*** | Enter FTE (required field) |

|  |
| --- |
| **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) |

|  |
| --- |
| **Funding Source** |
| **Is this position partially or fully funded on AARA stimulus monies?** | Select an item (required field) |
| **Funding Source**Post Doc Research Scholars cannot be funded on state funds. | Select an item (required field) |
| **Project # and Percentage** | Enter funding source and percentage (required field) |
| **Project # and Percentage** | Enter funding source and percentage (optional field) |
| **Project # and Percentage** | Enter funding source and percentage (optional field) |
| **Project Name(s)**Only required if paying from a ‘5’ account | Enter project name (optional field) |

|  |
| --- |
| **Posting Information** |
| **Primary Purpose of Position\*** | Enter text (required field) |
| **Duties and Responsibilities\*** | Enter text (required field) |
| **Other Work/Responsibilities\*** | Enter other responsibilities (optional field) |
| **Work Schedule\***Example: varies according to need | Describe schedule (required field) |
| **Minimum Education/Experience\***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) |

|  |
| --- |
| **Recruitment** |
| **Budgeted Salary\***  | Enter budget range (required field) |
| **Anticipated Hiring Range\***Must meet the minimum salary requirement for Postdocs See Reg 10.10.08, 5.1 for Postdoc salary requirements <https://policies.ncsu.edu/regulation/reg-10-10-08/>. 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 hiring range (required field) |
| **If you anticipate multiple hires from this search, please indicate how many** | Enter number of hires (optional field) |
| **Proposed Hire Date\*** | Enter start date (required field) |

|  |
| --- |
| **External Advertisements:** |
| **Post on Higher EdJobs?** | Select an item (required field) |
| **Post on Inside HigherEd?** | Select an item (required field) |
| **Other places that you plan to post/recruit**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 (optional field) |

|  |  |
| --- | --- |
| **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) |

|  |
| --- |
| **Supplemental Questions for Applicants to answer when applying:** |
| Enter supplement question (optional field) |
| Enter supplement question (optional field) |

|  |
| --- |
| **Additional Application Documents:** |
| Indicate for each document if it is required or optional | **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) |[ ] [ ]

|  |  |
| --- | --- |
| **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) |

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

|  |  |
| --- | --- |
| **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. 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. |

|  |
| --- |
| **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** |[ ]

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

|  |
| --- |
| 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** |  |