**CHASS HR Services**

**EPS Non-Faculty- At Will Position Recruitment Request**

*\*denotes information that will show on posting*

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

|  |  |
| --- | --- |
| **Position Information** | |
| **Department\*** | Select department (required field) | |
| **Position Title\*** | Enter title (required field) | |
| **Proposed Effective Date\*** | Enter a date (required field) | |
| **Position Number (or enter “New”)\*** | Enter position number (required field) | |
| **EPS Category\*** | Choose an item (required field) | |
| **Full Time Equivalent (FTE)\*** | Enter text (required field) | |
| **Appointment Length\*** | Choose an item (required field) | |
| **Budgeted Salary\*** | Enter budget range (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. If you choose to list a range, we recommend narrowing down the range to target appropriate candidates. | Enter annualized range or text (required field) | |

|  |  |
| --- | --- |
| **Reporting Information** | |
| **Supervisor Name** | Enter name (required field) | |
| **Supervisor Title** | Enter title (required field) | |
| **Supervisor Email** | Enter email address (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?** | Choose an item (required field) | |
| **Funding Source** | 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) | |

|  |  |
| --- | --- |
| **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) | |
| **Description of Work Responsibilities\***  \*Include percent of effort to equal 100%. | Describe job (required field) | |
| **Job City & State\*** Raleigh, NC (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: 40 hours a week with options for a flexible and hybrid work schedule; OR Monday-Friday 8 AM to 5 PM; OR varies according to need | Describe schedule (required field) | |
| **Minimum Education/Experience\***  Example: Require post-baccalaureate credentials or a bachelor’s degree plus alternative or equivalent professional training and experience may be substituted for the advanced degree on an exceptional basis. | 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 qualifications (required field) | |
| **Preferred Qualifications\*** | 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) | |
| **Number of Permanent Employees this Position Supervises** Supervisory positions conduct interviews, make final hiring decisions, provide salary recommendations, monitor and assign work, counsel and discipline employees under direct supervision, develop work plans and conduct performance appraisals for PERMANENT employees. If this position performs ALL of the ABOVE supervisory responsibilities, please indicate the following: | Enter the number here (optional field) | |
| **Percent of Time Spent** | Enter the percentage of time spent supervising (optional field) | |
| **Adverse Weather\*** | Choose an item (required field) | |
| **Emergency Event Conditions\*** | Choose an item (required field) | |

|  |  |
| --- | --- |
| **External Advertisements** | |
| **Post on Inside HigherEd.com?** | Choose an item (optional field) |
| **Post on Higher Ed Jobs?** | Choose an item (optional 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 (required 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, EPS 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** |  |