SNRE Job Posting Request Form

For Staff Positions
Email completed form to bizsnre@cals.arizona.edu

Please see the SNRE website for detailed hiring procedures including student and Grad Assistant/Associate positions

Job Category (select one):

☐ Temporary (less than 6 months)

☐ Temporary (less than 3 months)

☐ On-Call

☐ Part-Time (less than 0.50 FTE for at least 6 months)

☐ Regular-Benefits Eligible (more than 0.50 FTE for at least 6 months)

Position Title (see staff titles here)	Supervisor Name

Supervisor Email	Time Approver (if different than supervisor)

Account Number(s)	Percent Effort

Background checks are now going to be covered by the hiring manager rather than the department. Please provide an account number below. If no account number is provided we will use the above indicated hiring account number. Name-Based background checks is what is run for most positions.

For more information on costs of background checks please click HERE

Account Number for Background Check

Driver Registration and Training must be completed and employee must be approved to drive prior to driving on UA Business

Will Employee be a Time Approver?

☐ Yes

☐ No

Will Employee Be Driving on UA Business?

☐ Yes-UA Vehicle

☐ Yes-Personal Vehicle

☐ No

Other Position Attributes (Select All That Apply)

☐ Working with Animals

☐ Unsupervised Contact with Minors

☐ Working with Hazardous Chemicals

☐ Working with Bloodborne Pathogens

☐ Working with Biological Materials

☐ Working with Lasers

☐ Working with Radioactive Materials

☐ Required to Wear Respiratory and Hearing Protection

Hours Per Week (Enter a Range if Desired)

[   ]

Salary (Enter a Range if Desired)

[   ]

Anticipated Start Date

[   ]

Anticipated End Date (if applicable)

[   ]

Preferred Qualifications

[   ]

Benefits Eligible

☐ Yes

☐ No

Number of Vacancies

[   ]

UA Internal Only

☐ Yes

☐ No

Posting Open Date

[   ]

Posting Close Date

[   ]

Required Documents for Application

☐ Resume

☐ CV

☐ Cover Letter

☐ Writing Sample

☐ Other [   ]

Collect Reference Letters

☐ Yes

☐ No

Search Committee/Interviewers - Minimum 2

Anyone with a NetID is eligible to participate. Two people must participate in all interviews. If 10 or more qualified applicants then must interview at least 2 applicants

[   ]

Has the funding for the position been verified with SNRE Business Manager or Accountant?

☐ Yes

☐ No

Keywords - Enter any key words that will help applicants find your position when searching

[   ]