|  |  |
| --- | --- |
| ***Your Name:*** | ***Today’s Date:*** |
| ***Name of project this job is for:*** |

|  |
| --- |
| ***Position Information***  |
| **Job Title** (working title, as you’d refer to them) |  |
| **Estimate of Comparable SPA Branch and Role**  |  |
| **Position Posting Category** |  |
|  |  |  |
| ***Waiver Information*** |
| **Is this a waiver of the three day posting?** |  |
|  **If Yes, employee’s name:** |  |
| **Waiver Reason**(place an ‘X’ in the box that applies) |  | Retiree returning to the same department  |
|  | Retiree returning to a comparable position within the University |
|  | Temporary employee returning to the same department within 60 days of completion of their 31-day break  |
|  | Temporary employee being hired into another position / project within the same department |
|  | Seasonal temporary employee who return each year |
|  | UNC-Chapel Hill employee being placed in a temporary position following layoff/discontinuation |
|  | Student employee who continue to work in the same department after graduation *(Note: background check would be required)*  |
|  | Prevention/avoidance of critical work stoppage |
|  | Unusual and exceptional circumstances where an individual selected possesses specific and unique skills |
|  | Position assignments lasting three days or less |
| **Waiver Justification:** |  |
|  |  |  |
| ***Posting Details*** |
| **Hiring Range From** |  |
| **Hiring Range To** |  |
| **Salary Shown to Applicants**  | Yes / No |
| **Full-time/Part-time** |  |
| **If Part-time, Hours Per Week** |  |
| **Work Schedule**  |  |
| **Proposed Start Date** |  |
| **Estimated Duration of Appointment** |  |
| **Posting Open Date** |  |
| **Posting Duration** (3 days minimum) |  |
| **Number of Hires Associated With This Posting**  |  |
| **Description of Work** |  |
| **Education and Experience** |  |
| **Special Physical and Mental Requirements** |  |
| **Stimulus/ARRA Funded** (Yes or No) |  |
| **Special Instructions** (to applicant) |  |
|  |  |  |
| ***Posting Contact Information*** |
| **Hiring Supervisor** (for day-to-day activities) |  |
| **Hiring Supervisor** (for TIM approvals) |  |

*Please submit completed form to your HR Representative via InfoPorte*