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