AUBURN UNIVERSITY

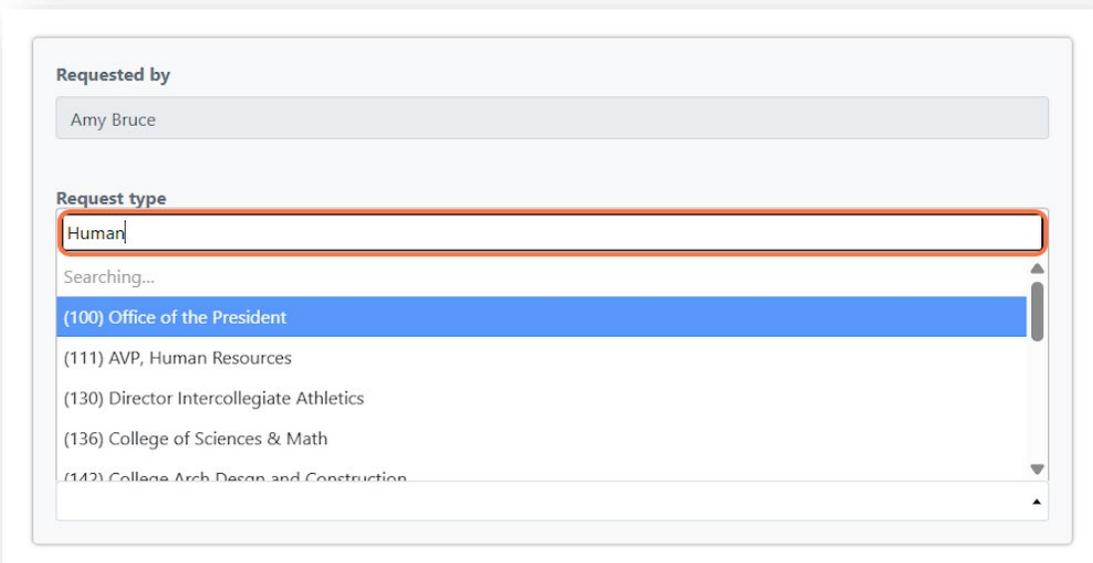## Ready Request for Non-Faculty Positions

1. Go to https://facrequest.auburn.edu and click **SVP Authorization of HR Actions**

2. Select **Job Posting**

Request type
- ● Job Posting
- ○ New Position
- ○ Position Review (Reclassification)
- ○ External Retention Offer
- ○ Salary Alignment

3. Click **Division**, then type and select appropriate Division

Requested by

Amy Bruce

Request type

Human

Searching...

(100) Office of the President

(111) AVP, Human Resources

(130) Director Intercollegiate Athletics

(136) College of Sciences & Math

(142) College Arch Desgn and Construction

5. Click **Next**

6. Select appropriate **Position Type** for request

New	A position that requires a newly created position number.
Replacement	A position being filled due to the departure of a previous employee with the same position number.
Approved Position Reclassification	An existing position number that has been updated to reflect a newly approved job description.

7. Select **Campus Code**

8. Enter **request number** from Compensation approval

Ready request number that previously obtained Compensation approval

Campus Code

Auburn Main Campus ▾

Request number from approval received through Compensation

54255

9. Enter and select **Position Number**

160500

110011
110020
110030
110040
110050
Loading more results...
110050

10. Enter **Job Summary**

- **Include additional budget details needed for SVP approval.**
- **Field also may be utilized for additional job advertisement information to include within the Job Profile in iCIMS.**
- **If position includes levels, this detail must be included in this field.**

Job Summary

This section is intended to highlight the specific need for the position and its impact on the university, rather than simply copying the job description. Please focus on the unique reasons the role is necessary and the contributions it will make within the department and institution.

Test - fill in any additional details needed for SVP review to include financial details. Divisions may also utilize this field to include details needed in the job posting not listed in the job or position description.

11. Select Yes/No for **Internal Posting Only**

This request takes the place of the former paper form. When Internal Posting Only is selected as yes, the form will require additional information and approval.'

Internal Posting Only requests will route through Employment and Equal Opportunity Compliance following SVP approval.

Internal posting only?

🔘 Yes

⭕ No

12. Click **Next**

Cancel   Next ›

13. Select **Pay Grade** and enter **Pay Range** according to Department bud

Pay Grade

HR06

Pay Range

50,000-60,000

Funded Institution

AVP, Human Resources (111)

Funded Department

Human Resources (10106)

Funded Organization

Temporary Employment Services-SC (101081)

14. Enter **FTE**

FTE

1.0

Appointment Type
○ Continuing Term
○ Limited Term

15. Select **Appointment Type**

For Limited Term - additional field will populate for length of ter

Appointment Type
◉ Continuing Term
○ Limited Term

16. Click **Next**

Cancel   Next ›

17. Complete **Internal Only Posting Request** fields

Please enter specifics related to the justification to consider for internal job posting.

Unique knowledge/skills/abilities specific to Auburn University

Test

Availability of a sufficiently qualified internal talent pool

Other

20. Click **Next**

21. Click **Review**

22. Review completed fields and click **Submit**