

# Request for New Position

This form is used to initiate action to establish a new position as provided for in section 3.3 of the University's Policies and Procedures Manual. The Human Resources office will review this request and make a recommendation via form HR-35 to the approving office. The initiating supervisor will be provided a copy of any approved HR-35 form, which will show the job title/grade and position number, and give special instructions for further actions.

**Submitted to:** Director, Compensation and Classification, 1550 E. Glenn Ave.

**Submitted by:** (Please type or print)

Supervisor's Name/Title: \_\_\_\_\_ / \_\_\_\_\_

Supervisor's Position Number: \_\_\_\_\_ Location ID: \_\_\_\_\_

Dept Name/Home Org # : \_\_\_\_\_ / \_\_\_\_\_

**Proposed Job Title/Grade:** \_\_\_\_\_ / \_\_\_\_\_

**Justification for Establishing this Additional Position:**

**Attached Forms/Information:**

- Job Questionnaire Form
- Organization Chart
- Other

**Funding:** List the 16 digit account number(s) that are available to cover costs of this position.

FOAP number: \_\_\_\_\_ and \_\_\_\_\_

**Signatures:**

**Requested by:** \_\_\_\_\_ / \_\_\_\_\_  
Supervisor Date

**Reviewed and Forwarded by:** \_\_\_\_\_ / \_\_\_\_\_  
Department Head/Dean Date

**Approved for Personnel Action:**

- Analyze and make recommendation
- Process for new position as indicated above

\_\_\_\_\_/\_\_\_\_\_  
VP/Provost Date

## Information for Supervisors

This form memorandum is used to request an additional position. Human Resources office will recommend an appropriate job (title and grade) for the proposed position depending on the duties and responsibilities to be assigned.

A detailed listing of duties and responsibilities for the new position must accompany this request. The listing of new duties and responsibilities is documented by completing a job questionnaire.

In addition to the job questionnaire form, please include an organization chart to illustrate the relationships between this and other positions.

Cover letters/memorandums are not required.

Copies of the job questionnaire may be accessed at  
[www.auburn.edu/administrative/human\\_resources/forms](http://www.auburn.edu/administrative/human_resources/forms)