STAFFING SERVICES

# UNMJobs Requisition Information Form

*To help us build your UNMJobs requisition, please fill out the information below.*

## Classification & Posting Details:

Classification Title: _____ Hiring Department: _____

Staff Type: Select

Background Check Required: Select

LoboTime Clock Only User: Select

Campus: Main

Appointment Percent: _____ %

Type of Duration: Select

Duration of Posting: _____ days *(If position is underutilized, minimum amount of time is 10 days)*

Term End Date: _____ Employee not on a term assignment ☐

Posting Type: Select

Staff Non-Competitive Exception: Not Applicable

## Specific Application Instructions to Applicants:

## Labor Distribution

| Index Information (if applicable): | Index: | Account Code: | Percentage: |
|---|---|---|---|
| Labor: | | | % |
| Primary Index for Recruitment Costs: | | | % |
| Index/Account for Background Check and Fingerprinting: | | | % |

## Desired Job Ad Language:

## Preferences:

## Required Department Approver(s):

Name: _____

Name: _____

Number of Openings: _____