

The University of Tennessee
Personnel Requisition
(for non-exempt regular and term vacancies)
INSTRUCTIONS

Note: All job vacancies require an affirmative action search.

Requestor: The name of the person responsible for the vacancy to whom applicant referrals should be sent.

Vacator's Title/New Position: Please provide the job title of the person vacating the position, or write "new position" if appropriate.

Written/Accepted Resignation: A written resignation should have been obtained from the person vacating the position. The supervisor should write "accepted" on the resignation, sign and date it, and send the original to the appropriate Human Resources Office for inclusion in the personnel file.

Regular: An appointment with benefits expected to exceed twelve months in duration.

Term: An appointment without benefits expected not to exceed twelve months.

Flex Year: A regular appointment of greater than nine and less than twelve months, which is scheduled to accommodate the cyclical workload of a department.

Departmental Search: A departmental search may be conducted in situations where a department wishes to promote one of its regular employees to a vacant position within the department. Such a search requires the approval of the Affirmative Action Officer or his/her designee and will be posted on the Position Vacancy List for a minimum of one week marked "departmental search". A department is defined normally as the responsible account number within which the vacancy has occurred, but will be defined in conjunction with the Affirmative Action Officer or his/her designee.

Limited Duration: A regular appointment expected to be for a limited duration of twelve months to be paid from an 'E' account (educational and general funds). Such positions are available for non-recurring projects and may, upon approval, be extended up to a maximum of twenty-four months. (The department must have an available FTE for a regular limited duration appointment.)

Licenses or Certifications: Please list all licenses/certifications required of the person hired into the position including driver's license.

Qualifications: Please provide full details of the required and preferred qualifications for the position. This information is used to screen applications and ensure that departments are presented with well-qualified applicants.

HR use only: **REQUISITION NUMBER** _____

Position filled by: _____ Effective date: _____

Rate: _____ hourly / monthly Authorized by: _____

Date of Orientation: _____ How Filled: EH EH-LD EH-Term IP LT TD

Is person currently on payroll? Yes No Previously on payroll? Yes No

Eligible for retirement? Yes No Special licenses Need: _____

Date filled: _____