

REQUEST FOR FILLING A CIVIL SERVICE POSITION

Instructions: Please complete information below and send to System Office of Human Resources.

I. REQUEST: Please check appropriate box in sections (a), (b) and (c)

(a) New Position Existing Position	(b) Initiate recruitment only Classification review pending recruitment Continue recruitment (for temporary positions with NTE date)	(c) Appointment Type: Permanent Perm. but filling temporarily NTE Date: _____ Temporary NTE Date: _____
---	--	--

II. POSITION INFORMATION: Enter any proposed changes to the position.

Position No. _____ Campus: _____
 Class Title: _____ Division: _____
 SR/BC: _____ BU: _____ Branch: _____
 Class Code: _____ Section: _____
 FTE: _____% Geographic Location: _____
 (Area/City and Island)
 Subject Matter Expert: _____ Phone Number: _____

III. OTHER INFORMATION:

Work Week Schedule: _____ Work Schedule: _____
 (If other than Monday - Friday) (If other than 7:45am - 4:30pm)
 Former Incumbent: _____
 (Name / Reason Left / COB Date)
 Kualii Account Code: _____ WDC: _____ Apps. Req: _____
 Fund: General Revolving Other: _____
 Special Federal
 Signature: _____
 (Fiscal Administrator) (Date)

IV. CERTIFICATION:

“ I certify that I have reviewed the position description and identified the essential functions in the position description and if necessary, updated to reflect the current duties and responsibilities.”

Name: _____
 (Print Name of person appointing authority or designee)
 Signature: _____
 (Appointing Authority or Designee) (Date)

V. FOR SYSTEM OHR USE:

Selective certification approval (date): _____
 Typing Driver's license CDL Forklift
 Lifting up to _____ lbs Other _____
 Classification received (date): _____ Civil Service received (date): _____
 Classification and/or selective certification review Recruitment IVA announced (date): _____
 completed: _____ IVA closing (date): _____
 (Certifier's Initials) (Date)