

**The University of Tennessee
Search Form**

Personnel Area:

Responsible Cost Center #: _____ **Cost Ctr Name:** _____
Dept Contact: _____ **Email:** _____ **Phone:** _____

Position Number: _____ **Position Title:** _____

Job Title: _____ **Pay Grade Level:** _____

New Position: Yes No **Replacement for:** _____

Written/Accepted Resignation Received: Yes No **Date Vacated** _____

Proposed Hire Date: _____ **Proposed Hiring Salary Range** _____

Funding Source(s): E Account Search R Account Search
Cost Ctr# _____ **%** **WBS Element#** _____ **%**
Cost Ctr# _____ **%** **WBS Element#** _____ **%**
Cost Ctr# _____ **%** **WBS Element#** _____ **%**

Office Address: _____

Office County: _____ **OED or UT Extension Search Procedures Apply:** Yes No

Employee Group: Regular Term

Employee Subgroup: Faculty 9-month Staff:Exec/Admin (Exempt) Staff: Hourly Input (Nonexempt)
 Faculty 12-month Staff: Professional (Exempt) Staff: Hourly No Input (Nonexempt)

Employment %: Full Time Part Time (% of effort for part time _____)

Flex Year Appt: Yes

Limited Duration Yes (Written Justification Required) **Initial** **Renewal**

Work Schedule Monday -Friday, 8 hours/day 1st Shift 2nd Shift 3rd Shift
 Any other, please specify _____

Scope of Search: Departmental Internal Local Regional National

Position to be advertised on higheredjobs.com? (Exempt positions only, free posting) Y N

Duties/Responsibilities:

Minimum/Required Qualifications (include education, experience, skills & abilities, licenses & certifications):

Preferred/Desired Qualifications:

Apply to (for Exempt Positions):

Apply with (for Exempt Positions):

Approvals:

_____ Signature Department Head	_____ Date	_____ Signature Budget Entity (If applicable)	_____ Date
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_____ Signature Dean or Director	_____ Date	_____ Signature Executive Director	_____ Date
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File Number: _____

_____ Signature OED/HR	_____ Date
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Complete the first section on this page for positions containing a UT Extension component and/or funding source.
If the position has no UT Extension component, please disregard page 2.

Position Number: _____

Corporate Function
(UT Extension Use Only)

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_____%
_____%

-
-

_____%
_____%

County Match
(UT Extension Use Only)

_____%

HR/AA Use Only