

**CREATE REQUISITION – FROM POSITION DESCRIPTION
For Staff Postings**

POSTING DETAILS

Fields to complete: *these fields require your input before posting*

Posting for UNMC employees Only

Responsible Hiring Manager

Requisition Creator Name

Requisition Creator Phone

Requisition Creator Zip

Name(s) of individuals who need to obtain access to applicant data

Is this an Existing Position

Previous Incumbent

Requisition Justification

Appointment Type *(change only if deemed necessary)*

Posting Title *(change only if deemed necessary)*

FTE

Reg-Temp

Work Schedule

Appointment Term

Waiver Request - STAFF POSITIONS *(complete only if requesting a waiver)*

Additional information for Staff postings only

Would you like to advertise?

If yes, indicate newspaper(s)

If selected "Other" indicate newspaper(s) and/or publication(s)

Enter text for advertising

Billing Cost Center for Advertising

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Fields that should NOT be changed:

(these fields have been established & pre-populated from the position description)

Application Types Accepted

Job Code

Position #

Job Title/Academic Rank

Working Title

Job/EEO Category

Pay Range

Position Summary

Required Education

If any degree/training is required, please specify the type

Required Experience

If any experience is required, please specify what kind of experience

Required License

If yes, what is the required licensure/certification

Required Computer Applications

Required Other Computer Applications

Required Additional Knowledge, Skills and Abilities

Preferred Education

If any degree/training is preferred, please specify the type

Preferred Experience

If any experience is preferred, please specify what kind of experience

Preferred License

If yes, what is the preferred licensure/certification

Preferred Computer Applications

Preferred Other Computer Applications

Preferred Additional Knowledge, Skills and Abilities

FLSA Designation

Department

Business Unit

Job Posting Begin Date

Job Posting End Date

Job Family

Benchmark Code

HR Representative