HOBI PERSONNEL RESOURCE SHEET

To be completed *BEFORE* any position can be created, posted, or filled.

TEAMS positions, this form must be accompanied by a completed Position Description Form and Organizational Chart.
OPS(hourly), Student, and Temp Force positions, this form must be accompanied by a brief description of job duties.

TO BE COMPLETED BY POSITION REQUESTOR

Position Requested By:_____ Date Requested:_____

Hiring Manager (Access to Applicants):_____

Position Title:_____ Position Type: SELECT ONE

Is this an existing position? SELECT ONE If YES, position held by:_____

Proposed Salary Range:_____ FTE:_____

Project Title(s) for Funding Source:_____

Supervisor Name & UFID:_____

Internal Posting Only (restricts applicants to current UF employees): SELECT ONE

If "No," does position need to be advertised outside of Careers at UF? SELECT ONE

PI Approval:_____

Must have PI Signature or attached email approval from PI

Justification:

FOR ADMINISTRATIVE STAFF USE ONLY

Administrator Approval:_____ Budget Approval:_____

Ricky Whitney Katie Fleischman

Hire Dept ID:_____

Proposed Funding -- must equal 100%:
(Indicate Chartfields- DeptID/Fund Code/Program Code/Source of Funds or Project #) & percentages(s) to be charged)

FOR HR STAFF USE ONLY

Employee Name:_____

UF ID:_____ Gator1 ID:_____

Rate of Pay:_____ Start Date:_____

Building: SELECT ONE Office/Cubicle#:_____

Phone:_____ PRS to NHT:_____

Updated 01.01.2023