UF College of Medicine
UNIVERSITY of FLORIDA

Hiring Request Form

Please submit a complete packet to College of Medicine Human Resources using the online HR Request Form. Required materials may include position description, organizational chart, proforma, procedural resource checklist, and any other relevant documents. For additional guidance, visit the COM-HR Hub. If you are using compensation benchmarks other than AAMC or Salary Grade, please include a justification in the appropriate section below.

HOBI Requests- Please email this form and other required materials to complete the hire request to hobi-hr@ufl.edu.

Position Details

Hiring Manager- complete boxes in blue.
HOBI-HR- complete boxes in green.

Department ID	--Select-- Other:		Hiring Manager	Name and UFID	
Type of Request	--Select--		Department Name	HOBI-HR@ufl.edu	
Is this position in the budget?	--Select--	FTE	Previously Submitted?	--Select--	SalesForce Case #, if applicable: Case # if Applicable
Position Type	--Select--		Remote Options	--Select--	Remote Type: --Select--
--Select Payment Type--	Enter Amount Here		Position Title	Enter Position Title	
Replacement Position?	--Select--		Position Number, if applicable		
Anticipated Start Date	Enter Desired Start Date		Former Incumbent & Expected Last Day	Name/UFID/Last Day or N/A	
Time Limited? (TEAMS)	--Select--		Name of Hire, if applicable	Name and UFID or N/A	
			AAMC Specialty (Faculty)		
Proposed Funding (**must equal 100%;** indicate chartfields, combo codes & flex codes)					
HOBI Budget Use- Funding Information			HOBI Budget Approval		Date

Mission & Financial Alignment

Which category does this request fall under? *(Check all that apply)*

☐Mission-Critical (Directly supports patient care, education, or research that cannot be delayed)

☐Revenue-Generating (Expected to generate revenue)

☐Externally Funded Research (Example 201, 209, 214 fund codes)

☐Compliance/Accreditation Requirement (Legally or regulatorily required)

☐Operational Necessity (Essential to maintain critical functions that cannot be absorbed or restructured)

☐Contractual Obligation (Required per an existing contract, including partnering hospitals or external entities—e.g., CFH, Halifax Health, etc.)

Justification & Impact Assessment

1. **Why is this request necessary at this time?**

(Be specific—explain how this role or action directly supports patient care, education, research, or critical operations.)

2. **What are the consequences if this request is not approved or delayed?**
(Consider impact on operations, compliance, finances, accreditation, patient care, or workload redistribution.)

3. **Has your department explored alternative solutions to meet this need without a new hire or pay action?**
(Have you reviewed opportunities to redistribute workload, cross-train existing staff, implement temporary coverage, or share an FTE or resource with another department? Are there processes, programs, or administrative controls that could be streamlined, paused, or eliminated without compromising compliance, patient care, or essential operations? If alternative solutions were considered and deemed unfeasible, explain why.)

4. **If this request is funded through unrestricted sources (state funds, clinical revenue, etc.), how will your department offset this cost to remain budget neutral given anticipated constraints?**

5. **If this position is grant-funded, please indicate the current grant year, grant end date, whether it is in a No Cost Extension and confirm that 12 months of funding is available.**

6. **Any other comments?**

If you would like other team members to have access to the applicant pool, please provide their names and email addresses.

Approval

Hiring Manager/Supervisor **Date**
Please sign once HOBI-HR sends document via Docusign

Department Administrator- Ricky Whitney **Date**

Reminders:

- Please email this form and other required materials to complete the hire request to hobi-hr@ufl.edu.
- For faculty positions, please ensure all required documentation (proforma and surgical/procedural resource checklist) is included with your submission.
- Packets missing required materials will be considered incomplete and will not move forward for review.
- Hiring requests will follow the standard approval workflow, including reviews by COM HR, COM Finance, COM Research and the recruitment committee, as applicable.