



**Please Note:** If information from Workday is required during completion of this form, the link below must be used to access the system. Failure to use this link may result in an "Unknown Error" during submission and form data will be lost.



This form may be used to request the posting of a full-time job, including non-academic, academic, technical service, administrator, executive, and post-doctoral.

If your final candidate for the position is a prior employee of Penn State, before extending the offer, please contact your Recruiting Specialist to verify the individual is eligible for rehire.

For additional information on completing this form, please see the [Manager Form Instructions - Request to Post Full-Time Job](#).

## REQUEST TO POST FULL-TIME JOB

### Requestor Information

**Supervisory  
Org ID :** \*

**Manager :** \*

**User ID  
(abc123) :** \*

**Subject (Key  
Word/Tag) :**

### Position Information

**Reason for  
Request :** \*      Select...

**Last**

**Incumbent :**

**Number of  
Vacancies :**

**Earliest Start  
Date : \***



**Business  
Title  
(Working  
Title) :**

**Location : \*** Select...

**Work Unit : \*** Select...

**Department :  
\***

**Employee  
Type : \*** Select...

**Position  
Type : \*** Select...

**Cost Center  
(Home  
Budget) : \***

**Pay Account  
: \***

**Pay Type : \*** Select...

**Maximum  
Hiring  
Amount : \***

**Reduced  
Schedule  
Appointment?** Select...

**(If yes,  
indicate  
either Months  
off or Weekly  
Reduced  
Hours below)  
:**

**Total  
Number of  
Hours  
Worked per  
Week :**

**Months Not  
Worked :**

**Job Profile(s):** (e.g. ADOP-0102; list up to 3 if posting staff or faculty open level/rank)

**Job Profile  
Code 1 : \***

**Job Profile  
Code 2 :**

**Job Profile  
Code 3 :**

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**Academic / Academic Administrator (This section must be completed for any Academic or Academic Administrator positions)**

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**Tenure  
Eligibility :** Select...

**Weeks of  
Service :** Select...

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**Staff / Executive / Administrator (This section must be completed for any Staff, Administrator, or Executive positions)**

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**Request  
Recruiter to  
Pre-screen  
Candidate  
Pool? :** Select...

---

**Technical Service (This section must be completed for any Technical Service positions)**

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**Technical  
Service  
Work Unit :** Select...

**Work  
Schedule  
(Specify  
Shift or  
Hours) :**

**CDL Class :** Select...

**Pre-  
employment  
testing or  
license  
requirements  
(e.g. skills  
test,  
physical/drug  
test for CDL,  
etc.) :**

**Technical  
Service Job  
Details :** Select...

**Request**

**Recruiter to  
Pre-screen  
Candidate  
Pool? :**

Select...

## Job Posting Details

**Grant EJMS  
access to  
(list access  
IDs) : \***

**Posting Title  
: \***

Select...

**Job  
Description  
Summary/Position  
Announcement  
(may attach  
instead) :**

**Posting Date  
:**



**Posting  
Duration : \***

Select...

## Advertising Information

If you suspect your full-time tenure-track faculty position may attract highly qualified foreign national candidates, follow these important guidelines:

[Recruitment Requirements for International Faculty New-Hires](#)

**Job  
Advertising :  
\***

Post only on psu.jobs

## Comments

## Attachments

May attach job posting language

May attach employee resignation (required if requesting to fill a current position due to employee resignation)

Add files...

Submit Request



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