

# Staff Hire & Salary Adjustment Request Form

The purpose of this form is to provide organizational justification for filling a vacant staff position, proposing a new staff position, or requesting a salary adjustment. This form must be completed prior to creating a position requisition in the online recruitment system.

Create new position     
  Reuse position     
  Increase salary

Date	
Department	
Working title	
Classification	
Salary source(s)	State      F&A      Trust      Other:
Salary range	
Recruitment / Retention Offer	
Building / room assignment	
Proposed start date	

## Programmatic and School Criteria

How does this position contribute to the mission and priorities for the school? (<https://sph.unc.edu/resource-pages/mission-statement/>)

What critical program needs or opportunities in teaching, research, and/or practice does this position support?

How does this position fit in with the department's long-term strategic plan?

Please describe the efforts that have been taken to evaluate the current workload of the department.

## Staff Hire & Salary Adjustment Request Form (continued)

*What opportunities and expectations are associated with this position to maintain current resources or generate new resources (e.g., grants, taught student credit hours, other entrepreneurial activities)?*

### Recruitment Plan

*Please provide a description of your recruitment plan and specific efforts to ensure a diverse pool of candidates.*

### Financial Projection

*Explain the impact to the department's 3-year financial projection by adding this position. Confirm that the projection file is updated on the server.*

### Signatures

Hiring Supervisor: \_\_\_\_\_

Department Head: \_\_\_\_\_

Business Manager: \_\_\_\_\_

Finance: \_\_\_\_\_

Dean: \_\_\_\_\_