

**New/Replacement Position
Request Form**

New Position **Replacement for (Name)**

Complete Page 2 & 3 of this form before submitting to SCC HR, this information is required for the job posting.

To be completed by Business Unit and submitted to SCC HR – please be as specific as possible.

| | |
|--|---|
| Official OUHSC Job Title | |
| Internal/Working Title | |
| FTE | |
| Business Unit | |
| Position Funding Source (Chartfieldspread) | |
| Supervisor's Name/Title/Emp ID/Phone # | |
| Campus Address of Position | |
| List individuals who need to have access to the job posting: | |
| Job Field: (dropdown box/select one) | |
| Job Level: (dropdown box/select one) | |
| Justification (i.e., rationale for new position, termination, etc.) | |
| Preferred Qualifications (education, experience, equivalency, knowledge/skills) | |
| Please list any screening questions you would like added. | |
| Required Attachments for the application: (dropdown box/select one) | Resume Cover Letter Other Documents |
| Signature – Position Requestor | Print Name: |

To be completed by Stephenson Cancer Center Admin.

| | |
|--|--|
| Listing Category | |
| Position #/ Job code/ Requisition # | |
| Pay Grade/Salary Range: | |
| Freeze Form Needed: | |

| | |
|--|-------------|
| Add'l Comments | |
| Budgeted Position | Yes No |
| Signature – Business Unit Mgr./Director | |
| Signature – HR Manager | |
| Signature – SCC Business Manager (Needed for New Positions) | |

Position Description Questionnaire

The purpose of the Position Description Questionnaire (PDQ) is to gather information about the duties and responsibilities of a position. The data will be used to develop an appropriate job posting for your vacancy on the Taleo job site. The position's supervisor or incumbent or both used complete this form and submit it with the job request form to SCC HR. Please answer as thoroughly as possible.

- A. Briefly describe the main purpose of the position.

- B. Will this position regularly exercise discretion and independent judgement free from immediate direction or supervision? Yes No If yes, please explain.

- C. Describe the essential functions of the position, a job function is essential if removal of that function would be fundamentally change the job. Please estimate the percentage of the time spent performing each function. If more room is needed please attach a separate piece of paper.

| % of Time | Essential Function |
|-----------|--------------------|
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| | |

D. Does this position supervise other employees? Yes No

***Note:** Supervision includes, but is not limited to, hiring, training, approving leave, evaluation performance, and disciplining employees.*

E. What level of supervision or direction is received in performing the assigned duties? (Please select one)

Assignments are detailed and prescribed.

Assignments are prescribed, but the methods are not typically reviewed nor controlled while the work is in progress.

Position is free from both technical and administrative oversight while the work is in progress.

Position is free from active technical control in planning and carrying out work responsibilities.

Position is provided with technical and administrative freedom to plan, develop and organize all phases of the work necessary for its completion within broad program guidelines.

F. Does this position have financial management responsibilities? Yes No

G. Does the job require travel? Yes No

H. What licenses or certificates are required to perform the work?