Complete this form to request the posting of an open Business Affairs position. Additionally, please submit a current job description. See Instructions on page two for details on how to submit your completed form.

Position Details

- Position Type:
  - ○ New position ○ Replacement
  Existing Position Number: _____
  Incumbent's Name: _____
- Position Duration:
  - ○ Continuing
  - ○ Fixed Term: Estimated end date: _____
- FTE Percentage:
  - ○ 100%   ○ Other: _____
- Requisition/Business Title:

  _____

- Job Code and Salary Grade (e.g. 4741 – E) or Bargaining Unit Grade (e.g. A20) _____
- Job Family or Job Series
  (Note: Only one Family or Series is allowed. For example, Family: Information Technology or Series: Web Developer)

  _____

- Position Location:
  - ○ Historic Campus ○ SRWC Campus ○ SLAC
- Mail Code _____
- Position's supervisor:

  _____

- Hiring Manager (if different from Supervisor):

  _____

- Does anyone other than the supervisor need access to the position in Taleo Recruitment Manager?
  - ○ Yes: _____
  - ○ No
- Sponsorship included *(e.g., J1 Visa, H-1B, Green Card)*?
  - ○ Yes   ○ No

Financial Information

- Department Name: _____
- Department Organization Code (four letters): _____
- Funding Source
  Note: If new revenue source, select Other and indicate the source. If you need additional information, contact your Finance representative
  - ○ Operating Budget: PTA _____
  - ○ Service Center: PTA _____
  - ○ Other: Source _____
- Anticipated Salary Not to Exceed: _____
- Relocation included *(e.g., moving expenses reimbursed)*?
  - ○ Yes ○ No

Posting Information

Posting Type:

○ Basic *(full listing on Stanford jobs website, and partial listing at America's Job Exchange, Bay Area Jobs, Higher Education Recruitment Consortium, Northern California HERC, and HighEdJobs)*

For information on other posting options such as LinkedIn, please refer to the BAHR hiring toolkit at: https://bahr.stanford.edu/manager-resources/hiring-onboarding-toolkit

○ Shared candidate pool with an identical job that is currently posted. Req# _____

○ Waiver: *A candidate will be waived into the position without a basic posting.*
  Name: _____
  Employee ID (If Stanford staff member):

  _____

Business Justification/Comments:

_____
_____
_____

Hiring Manager Instructions

Note: *While you can complete the form using a browser, the preferred method is to download the form and use your PDF reader (e.g., Acrobat, Preview). If you use a browser, be aware that you will lose any entries if you close — or navigate away from — the form before saving it.*

1. Complete the form.

2. Save the form:
   • Using a browser:
     1. File > Print
     2. Change printer destination to **Save as PDF**
   • Using Adobe Acrobat:
     1. **File > Save** (or **Save As**)
   • Using a Preview (on a Macintosh):
     1. File > Save or **File > Export as PDF**

3. Email as an attachment to:
   • **Business-affairs-hr@stanford.edu**

4. Additionally, attach a current job description for the posting. (See Job Description Library for descriptions, job codes, salary grades, job family, and job series. You may modify the standard job description if appropriate for your specific request.)

HR will verify they have the required information and initiate the approval process.

Approval Process

This form is routed to the following staff for approval prior to the position being posted. It is strongly recommended that you advise your leadership in advance of submitting the form to avoid delays.

- **Hiring Manager** — (typically the person who completed the form) reviews any changes from original submission and approves for Manager signoff.

- **Human Resources** — reviews job code and level/organization structure, compensation range, job description; modifies in partnership with the hiring manager.

- **Finance** – confirms funding for the position

- **The Hiring Manager's Supervisor** — ensures all information is correct and approves for Leadership Team member signoff.

- **Cognizant Leadership Team Member** — approves for department head signoff or halts process and communicates with hiring manager and Human Resources.

- **Department Head** — approves or halts process and communicates with Leadership Team member and Human Resources.

Once all appropriate parties have signed off, HR posts the position.

Approvals

Approvers sign here as directed by Human Resources. (No signatures are needed to initially submit the form to HR.)

Hiring Manager	Date
Human Resources Manager	Date
Finance	Date
Hiring Manager's Supervisor	Date
Cognizant Leadership Team Member	Date
Department Head	Date