Working Title:

Proposed Hire Date:

Proposed End Date:

Anticipated Hiring Range:

Anticipated Hiring Salary:

Work Schedule Hours:

Location of Work:

Job/City/ State:

Full time equivalent: (anything .75- 1.00 will earn benefits)

Supervisor Name:

Supervisor Email Address:

Supervisor Telephone Number:

Supervisor Title:

What is the Basis of the Request:

Essential Job Duties: (make sure there is a training or learning opportunity)

Other Job/work responsibilities duties:

Departmental Required Skills:

Preferred Experience/Skills/Training Education:

Any Required License or Certification:

Special Instructions to applicant (what do you want them to include when applying)(Resume/CV, Cover Letter, etc)

Are there any supplemental questions you would like to ask?

Do you have a pre-identified candidate?

Please provide name and email address.

Provide an updated CV of candidate.

Do you know if this candidate will have Visa needs? (Please keep in mind the processing times for Visa needs vary depending on what is needed. Please plan your start date accordingly as some Visas can take up to 5-8 months for approval currently).

Do you know what type of potential Visa may be needed?

Funding Source(s):

* Project Account number
* Percentage %
* How long is funding for this position expected to last?
* Has funding been APPROVED?
* If a 5-account, has the funding been Awarded?
* If 5-account is in Pre-Award when are funds expected? (note that a person cannot be hired until funding has been awarded and approved)

Do you have a search committee? If so, please list names & email addresses.

**NEW Requirements for hiring during COVID:** Must include a justification as to why this position is needed now?

List explanation and please include but not limited to: The negative impact of not being able to hire.

The importance of hiring now instead of delaying the process and c) why is this work critical:

Why is this work critical? What would happen if you could not hire this person/position?

Are there currently any staff that can complete these duties? (If yes, what prevents them from assisting with these duties?)

How are you currently managing these duties?

Any additional justification to make a stronger case for your position?

Required: Please complete, sign and return the AADA Checklist: <https://hr.ncsu.edu/wp-content/uploads/2016/08/adachk.pdf>

**Additional COVID-19 Hiring Questions (needed to submit justification request. Please elaborate on the details and spell out acronyms. Remember this has to be approved by University HR, the Dean and possibly the Chancellor)**

**What is the exception reason (pick one from list below)**

**Exception Reasons:**

**Exception 1: When necessary to support COVID-19 response, including any healthcare or clinical operations**

**Exception 2: When necessary to support or augment other clearly essential University operations without the ability to delay**

**Exception 3: When mandated by law or policy, including critical compliance obligations, without the ability to delay**

**Exception 4: When required by employment contract, without the ability to delay**

**Exception 5: When necessary to address documented equal opportunity considerations for members of a protected class**

**Detailed information that clearly articulates how the action (position, salary, hire) fits the requested exception:**

1. **URGENCY: Why does the action need to happen now and cannot be delayed?**
2. **CRITICALITY/IMPACT: How is the work critical to the university? What is the impact if the work is not done now?**
3. **ALTERNATIVES RULED OUT: How is the work currently being managed? What prevents the work from continuing to be managed this way? Are other staff/resources available to complete the work?**

**How the salary was determined including any relevant peer or labor market data.Any cost savings realized by this action (if applicable).**

**Other Notes:**

* Minimum Education- Ph.D or equivalent doctorate (eg, M.D., D.V.M, Sc.D in appropriate field awarded no more than **five (5) years** from initial date of postdoctoral appointment.
* If doing open recruitment, the position will be posted for 10-business days.
* If you need to terminate a postdoc you need at least a 30-day notification (or a resignation notice).
* In order to begin a postdoc position, an individual must have completed all aspects associated with their Ph.D. degree program including having their dissertation defended and accepted. The degree may, however be conferred after their start date in accordance with the academic calendar. If your postdoc falls into this category, they will need a letter from current University on letter head or Advisor indicating that all information has been defended and accepted.