* **PLEASE FILL IN ALL ROWS – IF YOU ARE UNSURE, PLEASE CONTACT YOUR FINANCIAL/ADMINISTRATIVE MANAGER OR YOUR HUMAN RESOURCES PARTNER.**
* **REVIEW HIRETOUCH REQUSITION WITH DEPARTMENT ADMINISTRATIVE HR SUPPORT**
* **WHEN COMPLETED, PLEASE SUBMIT A COPY OF THE JOB DESCRIPTION AND THE TEMPLATE TO THE FINANCIAL DIVISION OF YOUR COLLEGE/DEPARTMENT. In subject line please have the following information: RTF Department Name Position Title.**
* **THE GRAY ROWS ARE FOR DEAN’S OFFICE OR HUMAN RESOURCES USE ONLY- PLEASE LEAVE BLANK**

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| Position Title: | | |  | | | | | | | |
| Position #: | | |  | | | | | | | |
| Position Category: | | | Choose One | | | | | | | |
| Home Campus: | | |  | | | | | | | |
| Department: | | |  | | | | | | | |
| Location: | | |  | | | | | | | |
| Division: | | | Choose One | | | | | | | |
| Percent Time: | | |  | | | | | | | |
| # Months in Work Year (if not 12): | | |  | | | | | | | |
| Length of Appointment: | | | Choose One | | | | | | | |
| Bargaining Unit: | | | Choose One | | | | | | | |
| Salary Band/Wage Band and Hourly Rate: | | |  | | | | | | | |
| Position Building Address: | | |  | | | | | | | |
| Position Campus Phone Number: | | |  | | | | | | | |
| Faculty Discipline Code: | | |  | | | | | | | |
| Position Type: | | | Choose One | | | | | | | |
| Dynamic Group: | | |  | | | | | | | |
| Fixed Length Start Date: | | |  | | | | | | | |
| Fixed Length End Date: | | |  | | | | | | | |
| Supervisor’s Name: | | |  | | | | | | | |
| Reason for Request: | | | Choose One | | | | | | | |
| Person Being Replaced: | | |  | | | | | | | |
| Reason for Leaving: | | | Choose One | | | | | | | |
| Date Left: | | |  | | | | | | | |
| 1. Please discuss the nature of this position as it relates to meeting your ongoing departmental needs. 2. Explain why it is necessary to fill at this time. 3. Indicate what additional funding obligations, if any, will be created if this position is approved. 4. Identify the source of funding for this position. | | | Hiretouch Justification  * **Purpose of the position – Describe the reason for this position** * **How it supports the teaching, research, and/or service of the unit and the university** * **Does this position create a financial obligation to the university** * **What type of funding will support this position** * **Statement that it aligns with HR and UMaine hiring policies** | | | | | | | |
| HR Partner: | | | Choose One | | | | | | | |
| Search Committee Chair (include full name and email address): | | |  | | | | | | | |
| 2nd Search Committee Chair (if needed): | | |  | | | | | | | |
| Support Staff: | | | (Department Admin), | | | | | | | |
| Search Committee Members (include full name and email address): | | |  | | | | | | | |
| Search Type | | | Choose One | | | | | | | |
| Candidate Name and Email | | |  | | | | | | | |
| Please explain why a search waiver is necessary (if applicable). | | |  | | | | | | | |
| External General Recruitment: This includes advertising in print and electronic media, as well as notices sent to other institutions and recruitment to be accomplished through professional meetings/ conferences. Be specific. | | |  | | | | | | | |
| Affirmative Action Recruitment: This includes mailings to organizations that reach out to underrepresented groups. As with the section above, it should include all types of recruitment being undertaken. If you have questions, please contact the Office of Equal Opportunity. | | |  | | | | | | | |
| Job Ad for External Sources:  (may omit elements of HireTouch ad if necessary) | | | **Leave blank if job ad for external sources will be the same as for HireTouch.** | | | | | | | |
| Hiring Range: | | |  | | | | | | | |
| FTE Salary if less than FT/12 Months: | | |  | | | | | | | |
| **Payroll Earnings Distribution** | | | | | | | | | | |
| **Start Date** | **End Date** | **GL Dept** | | **Fund Code** | **Account** | **Class** | **Program** | **Project** | **Accounting ID** | **%** |
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| **Please Enter Chartfield for Background Screening and/or Post-Offer Physicals** | | | | | | | | | | |
|  |  |  | |  | 60321 |  |  |  |  |  |

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| Job Posting for Hire Touch Template: | **Sections below must be complete. The HireTouch ad may not omit any information included in the ad for external sources.** |
| Statement of Job/Purpose, including essential duties and responsibilities: | **Complete job description (for salaried positions) or classification specification (for hourly positions) will be linked here.** |
| * About the University: | **The following will be standard in ALL postings.**  The University of Maine is a community of more than 11,900 undergraduate and graduate students, and 2,500 employees located on the Orono campus, the regional campus in Machias, and throughout the state. UMaine is a land, sea and space grant university, and maintains a leadership role as the University of Maine System's flagship institution. UMaine is the state's public research university and a Carnegie R1 top-tier research institution, dedicated to providing excellent teaching, research and service for Maine, the nation and the world. More information about UMaine is at [umaine.edu](http://umaine.edu/).  The University of Maine offers a [wide range of benefits](http://www.maine.edu/about-the-system/system-office/human-resources/benefits/) for employees including, but not limited to, tuition benefits (employee and dependent), comprehensive insurance coverage including medical, dental, vision, life insurance, and short and long term disability as well as retirement plan options. As a former NSF ADVANCE institution, the University of Maine is committed to diversity in our workforce and to dual-career couples.  UMaine is located in beautiful Central Maine. Many employees report that a primary reason for choosing to come to UMaine is quality of life.  Numerous cultural activities, excellent public schools, safe neighborhoods, high quality medical care, little traffic, and a reasonable cost of living make the greater Bangor area a wonderful place to live.  Learn more about what the Bangor region has to offer [here](https://www.visitbangormaine.com/about-the-region/the-region-at-a-glance/). |
| * Knowledge, Skills & Qualifications: | **Required:**  **Preferred:** |
| * Additional information, such as application instructions, department background, EO statement, etc. | Materials must be submitted via "Apply For Position" below. You will need to create a profile and application; upload:  1.) a cover letter which describes your experience, interests, and suitability for the position  2.) a resume/curriculum vitae  3.) contact information for three professional references  You will also need to submit the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status forms. Incomplete application materials cannot be considered. Materials received after the initial review date will be reviewed at the discretion of the University.  Additional Search Timeline is as follows:  Review of applications to begin: (DATE)  Screening interviews to begin no earlier than: (DATE) ***May not be applicable for all searches if not conducting phone/Skype interview.***  On-site interviews to begin no earlier than: (DATE)  Tentative start date: (DATE)  For questions about the search, please contact search committee chair NAME at [EMAIL](mailto:soandso@maine.edu) or 207-581-xxxx.  Appropriate background checks are required**.**  ***The University of Maine System is an EEO/AA employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran’s status in employment, education, and all other programs and activities. Please contact the Director of Equal Opportunity, 101 N. Stevens Hall, Orono, ME 04469 at***[***207-581-1226***](tel:(207)%20581-1226)***(voice), TTY 711 (Maine Relay System), or***[***equal.opportunity@maine.edu***](mailto:equal.opportunity@maine.edu)***with questions or concerns.*** |

Updated 4/1/2022