

Northern Michigan University  
Posting Request

Please post the following position:

Position Number: \_\_\_\_\_

Position Title: \_\_\_\_\_

Pay Grade: \_\_\_\_\_

Department Unit: \_\_\_\_\_

Name of person vacating position: \_\_\_\_\_

Months Employed: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Complete only if other than Monday-Friday, 8 a.m. to 5 p.m.

Shift: _____
Days: _____

Grant/Contract:            Yes            No

Complete only if Grant/Contract Employee

Grant/Contract End Date: \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

To be completed by Human Resources Affirmative Action Number: _____
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