



# DORR Position Recruitment Form

## Requisition Details

Please indicate current incumbent's name or name of the person this recruitment is replacing if vacant; if no previous incumbent, indicate new position	
Is this position a new FTE?	
Scheduled Months per Year	
Scheduled Hours per Week	
Where is your position located?	
Can this position be performed remotely?	
Is this a term position?	
If yes, indicate the length of term in months.	
Is this a grant funded position?	
Is this a union position? If so, please specify which union.	
Do you have an identified hire?	
Identified Hire Name	
If you have indicated an identified hire, please enter the date you spoke to your HR consultant and name of Consultant.	
Department Contact Name	
Department Contact Phone Number	
Fiscal Contact Name	
Fiscal Contact Phone Number	

## Budget Information

What is the position's budgeted salary (excluding fringe)?	
Is this position in the current position budget? If no, what is the identified source of funding?	
Is this position related to a New Initiative(s) which was approved during the Budget process? If yes, please provide the name of the Initiative(s).	
Chart string(s) this position will be charged to	

## Recruitment Information

Department Contact for Recruitment Inquiries	
Department Contact Phone Number for Inquiries	
Department Contact for Cover Letters and Contact Title	
Department Contact Phone Number for Cover Letters	
Department Contact Name for Background Check	
Choose Type of Background check	
Is driving a vehicle (e.g. Dartmouth vehicle or off road vehicle, rental car, personal car) an essential function of this job?	
Talent Acquisition Consultant	
Schedule	

# DORR Position Recruitment Form

Division Description	
About the Position:	
Additional Instructions	
Additional Search Words	
Search Chair (if using search committee) or Hiring Manager (no search committee)	
Search Committee Members	
Initial Application Review	

## Applicant Documents

Select all required documents from the candidate.	<input type="checkbox"/> Resume <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Cover Letter <input type="checkbox"/> Writing Portfolio <input type="checkbox"/> Other _____
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## DORR Action Type

Select one DORR Action type	<input type="checkbox"/> <b>Straight Replacement:</b> A currently budgeted position from which an incumbent is leaving. <u>No changes</u> to the current position description or title. <input type="checkbox"/> <b>Review &amp; Recruit:</b> A currently budgeted position from which an incumbent is leaving, accompanied by changes to the current duties, title, or schedule. If duties are changing by more than 30% in nature, the New Position action type must be used instead. <input type="checkbox"/> <b>New Position:</b> A newly created position, an additional FTE of an existing position, or revisions to a currently budgeted position from which an incumbent is leaving and the duties are different in nature by 30% or more. <input type="checkbox"/> <b>Reclassification:</b> A request to review an occupied position due to changes in the incumbent’s duties or title which may or may not result in a change to position classification. Requests for Reclassifications must be accompanied by incumbent’s updated resume and an updated org chart. <input type="checkbox"/> <b>Temporary Position:</b> Employees have a temporary status if working on an “as needed” basis, or when working either full or part-time with the understanding that the employment will normally terminate within nine months from the start date or upon completion of a specific assignment. <b>Note:</b> <i>Temporary employees can work a maximum of <u>nine months</u> within a rolling calendar year.</i>
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## Attachments

Please attach an updated organization chart, and a current or new job description	<input type="checkbox"/> Organization Chart – Required <input type="checkbox"/> Current Job Description <input type="checkbox"/> New Job Description
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## Additional Comments