

1. On what basis will the incumbent be exposed to physical danger or hazardous conditions?

Regular Occasional

2. These are:

Serious physical dangers

Some dangers

No dangers

Name them:

G. Responsibility and Impact on End Results

Errors on the job will have the following impact on Eastern Michigan University and outside contacts:

No significant cost or service impact

May adversely affect

Significant costs and disruption in services

Long term impact on entire university

Major impact because not determined for months or years

For example:

H. Supervision Exercised

Who is going to be supervised by this person (*Title and Classification*)?

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I. Position Responsibilities

Describe the specific duties performed by the incumbent in the normal course of the day. List responsibilities in order of importance and percent of time applied to them over the course of one year. (Start with action verbs and use quantitative work load volumes). Use additional sheet as necessary.

Specific Position Responsibilities	Percent Of Time Spent

J. Organization Chart

Please attach or provide in the space below and organizational chart with at least two levels above and below the subject position. Indicate proposed changes.

K. Other comments:

Completed By:	Phone#:	Date:
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WHEN COMPLETED, RETURN BOTH THIS QUESTIONNAIRE AND THE POSITION CONTROL FORM WITH APPROPRIATE SIGNATORY APPROVALS TO HUMAN RESOURCES-COMPENSATION, EMPLOYEMENT &HRIS, 140 MCKENNY (7-2275).

HRCommon/AdminSharedFiles/Forms/2008UpdatedForms_Revised_9/5/07

GRANT FUNDED POSITIONS

CLASSIFICATION REVIEW AND CANDIDATE SELECTION POSITION AUTHORIZATION AND ROUTING SEQUENCE

This document is provided to assist Grant Administrators and their support staff in expediting the classification and candidate selection process for grant funded positions at the University.

Primary in initiating the classification and selection process is documentation that the University has secured funding and the position has been authorized by the University Budget Management Office. This occurs when the Budget Management Office receives the pre-award authorization and Office of Research and Development (ORD) Transmittal forms, from the Office of Research and Development. Once documentation of funding is secured and authorization from ORD is received by the Budget Management Office, Human Resources is able to conduct a classification review. This is the first step in processing and determining the appropriate classification title and grade level, and subsequent selection of a qualified candidate.

POSITION CLASSIFICATION REVIEW

Complete a Position Control Action (PCA) Form and Grant Position Review Questionnaire. Secure all signatures requested on the forms. Pay particular attention to Budget Management approval on the Position Control Form, it is essential. Both these documents, with all signatures secured, are required in order for Human Resources to conduct the position review process. Both of these forms are available from Human Resources-Compensation, Employment & HRIS, 140 McKenny (7-2275). *Be sure to indicate that it is a grant funded position being reviewed and you will receive the Grant Position Review Questionnaire, specifically tailored for grant positions.*

Complete and secure appropriate signatures and return the PCA Form and Grant Position Review Questionnaire to Compensation, Employment & HRIS, 140 McKenny.

A Human Resources Consultant will contact you with any questions or clarification needed. The representative will review and determine an appropriate classification recommendation. Return of the signed and approved authorization documents must be received by Human Resources in order to formally classify the position. You will be notified by your assigned representative of the outcome. If approved, formal creation of the position within EMU's systems can take place and you are ready to begin posting and filling the position.

POSTING & FILLING THE AUTHORIZED & CLASSIFIED GRANT POSITION

Complete a Personnel Requisition, available from 140 McKenny (7-3431) or the HR Forms website; or complete using the On-line Hiring System (OHS) if you already have access rights.

The newly classified grant position will be posted at the next available posting period (each Sunday). Completed Personnel Requisitions should be received by Employment Services by the Wednesday (12:00 PM) preceding the next regular Sunday posting for inclusion in that cycle.

A review by the Human Resources Consultant will take place for the purpose of identifying under-utilization of individuals covered by protected class status within the classified job group. If under-utilization is identified, candidate recruitment efforts will emphasize and be directed toward improvement of that under-utilization.

The position will remain posted for the regularly 8 day weekly posting cycle. If advertisements have been placed appropriate time will be allowed for receiving external responses to the opening.

SELECTION AND APPROVAL OF QUALIFIED CANDIDATES FOR INTERVIEW

Review of the applicant responses received from the recruitment efforts will be conducted by the HR Consultant and hiring authority/grant administrator. If the position has been classified as a bargained-for position at the University, qualified bargaining unit members who have applied for consideration will be recommended for interview.

The selected candidate interview pool will be presented to the Human Resource Consultant for approval. Interviews cannot take place prior to this approval. Your assigned representative will notify you of the result of that review.

Upon the approval of the interview pool, the hiring authority may schedule and conduct employment interviews.

CANDIDATE & SALARY RECOMMENDATION REVIEW AND APPROVAL

Submit the recommended candidate with requested rationale and salary recommendation via the On-line Hiring System to the HR Consultant. The HR Consultant will review and process approval of the candidate and salary request, in compliance with current salary guidelines. You will be notified as to the outcome. *No offer of employment or salary is to be made until you are notified by your representative that approval of the candidate and salary is secured.*

After approval is received, the hiring authority may make the offer of employment to the candidate. Notify your representative of the acceptance and start date. If the candidate declines, notify accordingly and repeat the salary review process with the second choice candidate.

CONFIRMATION OF HIRING & PAF GENERATION

Upon notification of an acceptance offer and start date by the hiring authority, the HR Consultant will send a confirmation letter to the new hire and also generate a Personnel Action Form (PAF). The PAF will formally communicate the hiring action to the Budget Management Office and Payroll Office.

Within a week a copy of the PAF will be forwarded to the Department for its records and future personnel transactions. The individual will then also show up on your payroll voucher.

FOR ASSISTANCE:

Contact your Division's assigned HR Consultant (7-3430 if unknown)

or

Craig Reidsma, Director Compensation, Employment & HRIS 7-2275