

Fay W. Boozman College of Public Health

University of Arkansas for Medical Sciences

Administrative Policy 2.1.1

Current Version Date: 10/8/2014

TITLE: COPH Employment Request Process

All requests to fill staff positions must be initiated by submitting a completed COPH Employment Request Form (attached). This form is to be used to request full-time, part-time and/or temporary employees. The completed request must be provided to the COPH HR Generalist **at least 4 weeks prior** to the intended start date in order leave sufficient time to process the request through UAMS Human Resources.

Most requests will require a current Position Classification Questionnaire (PCQ) (job description), a completed Workforce Management Committee Request Form, and a unit organization chart highlighting the position to be filled. The HR Generalist and the Assistant Dean for Finance and Administration will assist with those forms as needed and will manage the submittal to the HR Office. Current fillable versions of the Workforce Form and the PCQ Form may be accessed through the UAMS Intranet web page, under Tools & Resources/Human Resources/Managers.

At this time, a majority of staff positions, except those that are 100% funded by a grant, require approval by the Workforce Management Committee prior to initiating recruitment.