

**Temporary and On-Call Employee**  
**Position Request Form**

*For use within MSU Extension Only*

- This document must be completed and approved **BEFORE** a recruitment effort may begin.
- To accommodate the posting and recruiting process, this form must be completed and submitted (6) weeks prior to the desired start date. To submit the form, you can either click the icon at the bottom of the form, or send to MSUE.TOC.Student@msu.edu.
- This form is to ensure all necessary information for filling any positions within MSUE is provided for approval. This information will also serve as a guide for posting positions on the MSU Careers website (careers.msu.edu).
- Additional information can be found throughout the form by hovering over text boxes.

\*For additional information, please refer to the **MSUE Employment Guide for Temporary and On-call Employment**, located on the **MSUE HR web page**: [http://od.msue.msu.edu/human\\_resources/internal\\_hiring\\_procedures\\_forms](http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms).

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**\*Fields in red are required**

Any of the following employment types, may result in benefit costs being incurred, at a rate of **\$595.74/month** (subject to change). Your budget should reflect how you plan to cover those costs. The account/sub-account numbers provided below will be utilized for those charges, unless otherwise indicated.

**Type of Employment:** The position will be posted as the selected type of employment.

Average # of hours per week:

**Temporary employee 50-74%**

(up-to 9 month appointment, working 20 – 29 hours per week – cannot exceed 29 hours per week at any time)

**Temporary employee 75-100%**

(up-to 9 month appointment, working 30 – 40 hours per week)

**On-Call employee**

(working up-to 19 hours per week – cannot exceed 19 hours per week at any time)

**Position Information:**

MSUE Institute/Organizational Unit:

Program/ Initiative:

Supervisor for this position:

**Work Location (building name/address):**

On-campus

Off Campus Primary County:

District:

Primary Work Location Address:

Primary Work Location Phone Number:

- If employee will be driving a University vehicle, review policy and next steps [here](#).

## **Recruiting Information:**

Desired date of posting:

Length of posting:

\*The desired date of posting does not guarantee actual posting date.

### **Pooled Posting Information:**

You can use a pooled posting to fill multiple positions from one posting/one applicant pool. Pooled posting positions must be identical (same job title, type of employment, MSUE institute). If positions are not identical, please complete a new TOC position request form for each position you're requesting.

Do you wish to post a pooled posting?    Yes                      No

Number of positions requested:

If posting a pooled posting, is there more than 1 work location?    Yes                      No

List the pooled posting work locations:

Working/Functional Title:

\*MSUE HR will assign position title from list of temporary and on-call titles. The working/functional title will be specific to this position and included in advertising.

Posting Snapshot (high level advertising text, displays on careers.msu.edu):

[Click here for examples of posting snapshot](#)

Description of Work/Position Summary:

Desired Qualifications (if applicable):

- Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach.
- Understanding of and ability to implement Civil Rights principles and compliance standards.

**Interview/Search Committee:**

The supervisor will be listed as the default lead/search chair for this position unless otherwise specified below.

Provide names and email addresses of 2 additional committee members assisting with the interview process for this position:

**This position will be posted on MSU Careers and MiTalent. Supervisors are required to advertise locally, while keeping in mind it's helpful to try to reach audiences representative of the communities we serve. For additional recruiting/advertising details, please refer to the MSUE Employment Guide for Temporary and On-call employment.**

### Pay and Funding Information:

Proposed Employment Period: start date: end date:

Proposed Rate of Pay (per hour): \$

Terms of the Grant/Funding arrangement:

- Total dollars allocated to fill this vacancy: \$
- Length of funding arrangement or grant:

start date:                      end date:

- Name of Funding Sources (i.e. name of account or grant):

- | •Does the grant(s) include language to support fringe/benefit costs? | Yes | No | N/A |
|--|-----|----|-----|
|  |     |    |     |

**Account(s) and Sub-account(s) for salary and fringe costs**

Please include **percentages** to be charged on each account; **total must be 100%**

Account #: Sub-account & Cost Center: Percentage:

Account #: Sub-account & Cost Center: Percentage:

Account #: Sub-account & Cost Center: Percentage:

Account #: Sub-account & Cost Center: Percentage:

Total Percentage:

**Name of person submitting this request:**

**Date:**

**Notes/Comments:**

**Items to acknowledge before submission:**

Submitting this form does not guarantee posting or desired posting date. Once position is approved, supervisor and individual who submitted the form will receive an email with posting confirmation.

Temporary and on-call employees **cannot** begin working until a posting, search/recruiting, and hire process have been completed.

Start date will be confirmed once candidate has been selected and pre-employment processes (including background check and I-9) are complete.

Questions? Contact [MSUE.TOC.Student@msu.edu](mailto:MSUE.TOC.Student@msu.edu)

Once complete, submit this form to [MSUE.TOC.Student@msu.edu](mailto:MSUE.TOC.Student@msu.edu).

**For use by MSU Extension HR Only**

**Job Title:**

**Posting #:**

**Notes/Comments:**

**Approvals:**

FO

ID and/or DD

HR