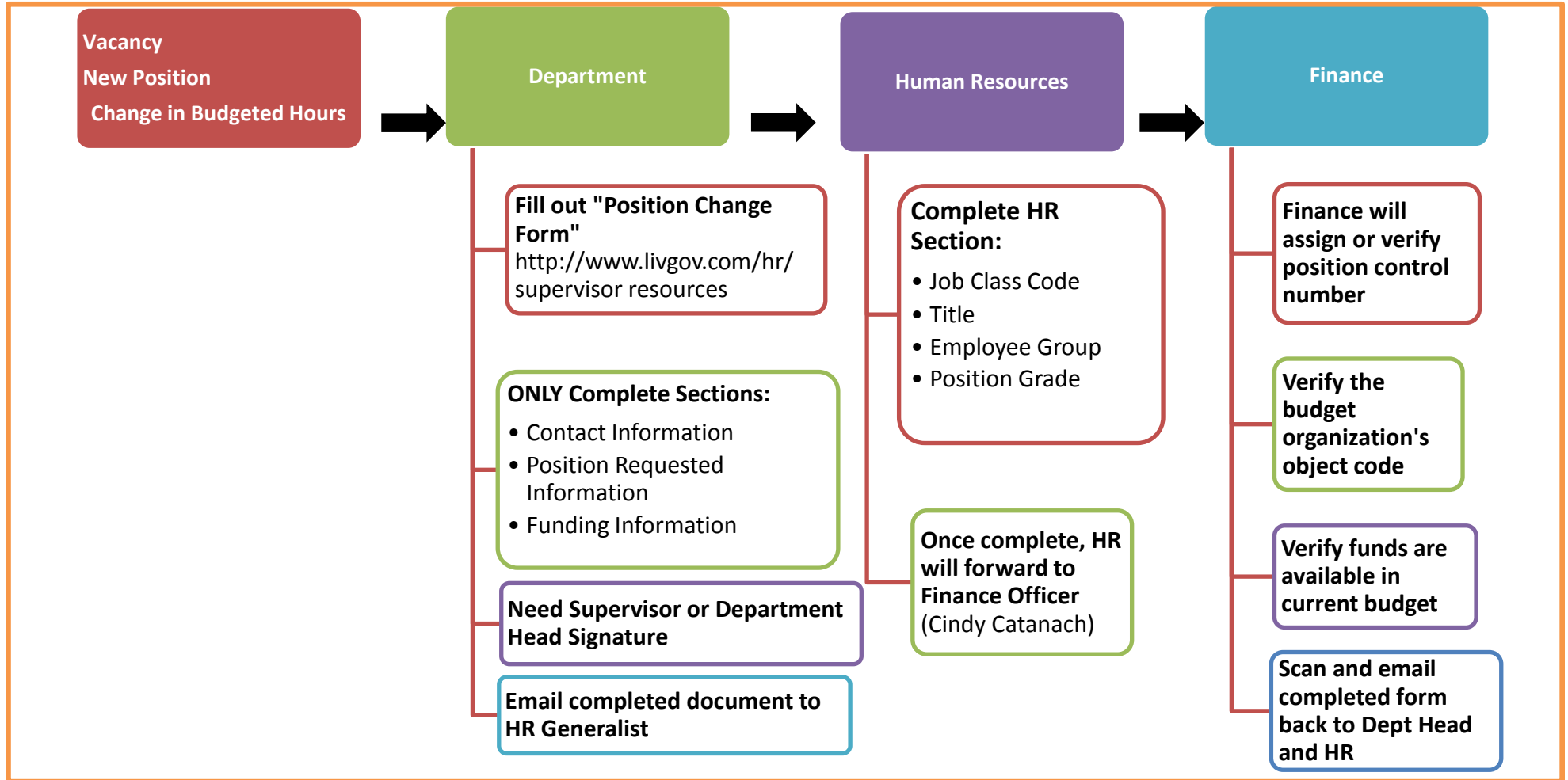


Position Request / Change Form Flow Chart



- ❖ Position Request/Change Form should be completely filled out before requesting to post a position or submitting resolution to fill a position
- ❖ Form must be filled out for ALL positions including temporary, unpaid interns, or special hires
- ❖ If you have any questions filling out a section please contact Finance at Ext. 8727