Position Request Documentation Checklist

In order to successfully complete the electronic UHR Position Request Form, the user will need to have the following documentation available. Please note that the form cannot be saved and will require the user to have all needed information prior to initiating the request. It would be recommended, that the user is prepared with the following information:

- ☐ Job Description based on Job Description Template
- ☐ Justification/ Workforce Analysis based on Justification Template
- ☐ General Ledger Budget Details for Funding Confirmation

Once the form has been submitted, UHR will provide and/or confirm the following:

- ☐ UHR Approved Market Range
- ☐ Departmental Organizational Chart
- ☐ Confirmation of Appropriate Signature Approvals

Please note the online position request process is <u>not intended</u> to replace discussions with departmental supervisors and division Vice Presidents. It is merely the vehicle for a centralized request process.

Still have questions on which form to use or how to navigate FileBound?

1. Go to **www.cedarville.edu/atomiclearning** and login with your **CedarNet** credentials
2. Click on **"My Campus Training"** near the top right of the screen
3. When the list loads, click on "**FileBound**" and access the **University Human Resources** section to watch available training videos

If additional assistance is needed, please contact University Human Resources at (937) 766-7885.

- For **non-Academic Division** hiring inquiries, feel free to reach out to Teresa Day, Director of Staffing Services at **teday@cedarville.edu.**
- For **Academic Division** hiring inquiries, feel free to reach out to Jennifer Cochran, Director of Academic Human Resource Services at **jcochran@cedarville.edu.**