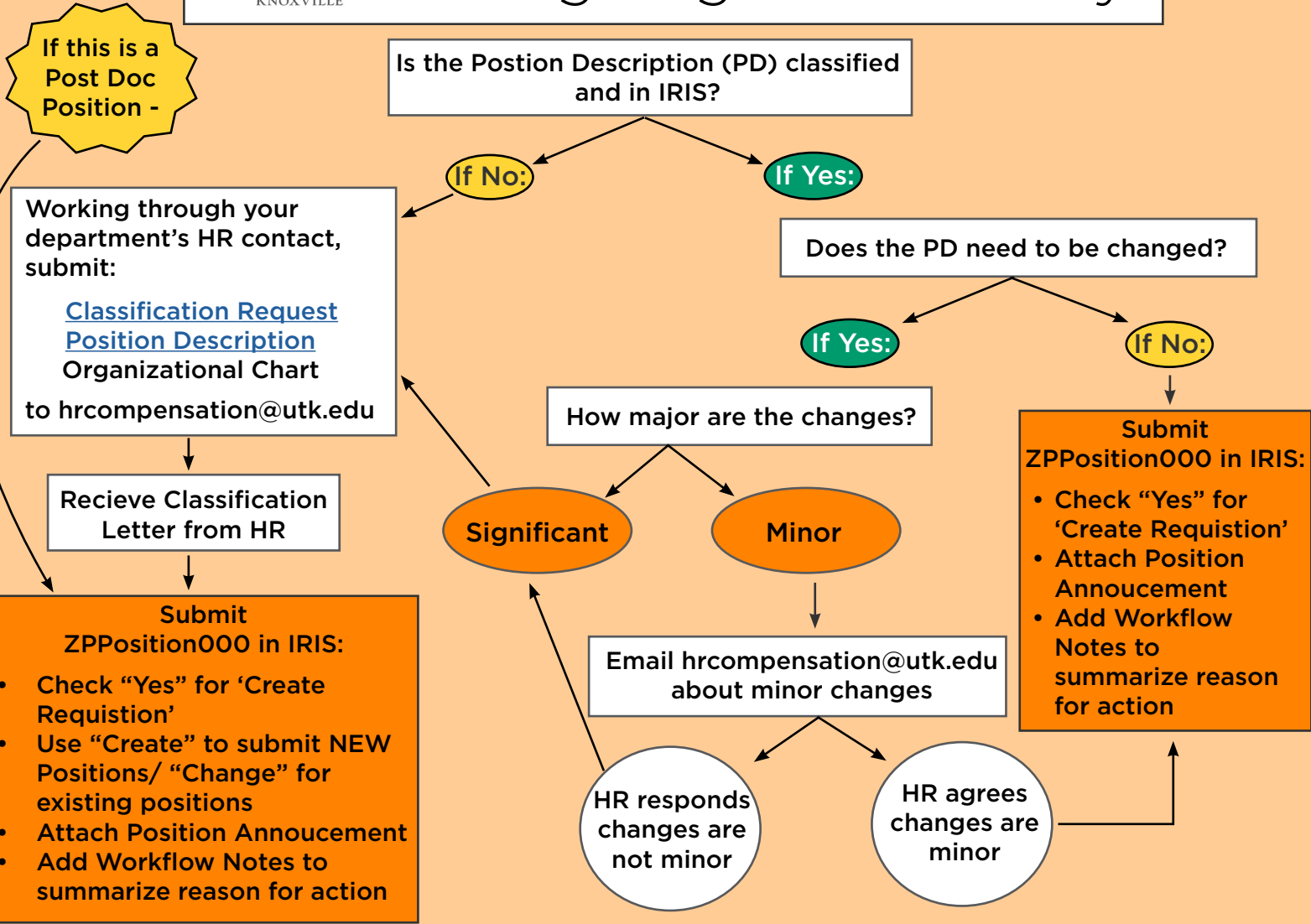


# Human Resources

## Posting a Regular Staff Vacancy?



Submit NEW positions

IRIS ZPPosition000

IRIS ZPPosition000 Part 2

**Position Request**

Create Change Display Copy

**Submit Change or Requisition**

Effective Date: [ ] Create Requisition?  No  Yes

Position Number: [ ]

Position Title: [ ]

Org Unit Cost Center: [ ]

Holder Perrn: [ ]

Job: [ ]

Job Title: [ ]

Funding Source: [ ]

Funds Center: [ ]

**Position Request - Create**

Create... Store business document

Attachment list

Requested Change Workflow Notes

Effective Date of Position: [ ]

Position Title: [ ]

**Archive from Frontend**

Scenario: Assign then Store

Document Type

- Position
  - Position Announcement (Word)
  - Classification Documentation - PDF
  - Official Position Description - PDF

Additional Resources:

[HR Compensation Website](#)  
[Position Description Checklist](#)

Contact us for Questions  
or Assistance:

[Workflow Notes Blog \(See "Compensation: Did you Know?"\)](#)  
 Email: [hrcompensation@utk.edu](mailto:hrcompensation@utk.edu) Phone: 865-974-6642