



## Employment Requisition Form

*This form is to be utilized to initiate the recruiting process for staff positions.*

---

### General Information

Hiring Manager: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Department No: \_\_\_\_\_ Division: \_\_\_\_\_

---

### Position Information (if available, attach a copy of the most recent position description and backup to the funding source)

Job Title: \_\_\_\_\_ New / Replacement / Restructured: \_\_\_\_\_

If replacement, for whom: \_\_\_\_\_ His / her salary: \_\_\_\_\_

Projected new hire's salary: \_\_\_\_\_ Projected new hire's start date: \_\_\_\_\_

Identify funding source, if greater than currently budgeted salary: \_\_\_\_\_

Position Type (check all that apply):

Regular       Temporary       Other (i.e., ten-month) - specify: \_\_\_\_\_  
 Full-time       Part-time

Shift (if applicable, include the specific days / hours this position is scheduled to work): \_\_\_\_\_

Category:       Administrative       Public Safety       Service       Support Staff

---

### Primary Recruiting Contact (all applications / resumes will be forwarded to this person)

Name: \_\_\_\_\_ Telephone / Extension: \_\_\_\_\_

---

### Advertising Information (please indicate how you would like this position advertised)

Internal only - all positions will be posted internally for five business days

External - contact Human Resources to review specific options

Internet Source - name: \_\_\_\_\_

Newspaper / Professional Journal - name: \_\_\_\_\_

---

### Approvals

Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Division Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

President's Office: \_\_\_\_\_ Date: \_\_\_\_\_

**- Please forward completed form to the Human Resources Office -**