



Human Resources JOB REQUISITION FORM

(Note: If hire is not complete by 6 months after this form is submitted you must resubmit your request)

By: _____

Date Form Completed: _____

POSITION INFORMATION

Position Title: _____	If position is not for immediate hire Indicate start date: _____
Department: _____	Supervisor: _____
FTE: <input type="checkbox"/> 1.00 <input type="checkbox"/> .75 <input type="checkbox"/> .50 <input type="checkbox"/> Other	Salary/Salary Range: _____ Pay Level/Step: _____
Days: (check all that apply) <input type="checkbox"/> M-F <input type="checkbox"/> Flexible/Varies/TBD <input type="checkbox"/> Some weekends req'd	Hours: <input type="checkbox"/> 8:00-5:00 <input type="checkbox"/> Flexible/Varies/TBD <input type="checkbox"/> Some evenings req'd <input type="checkbox"/> Other

Position Account Distribution

If Funding & FTE are coming from different accounts, please identify:

Account #1 _____	% _____
Account #2 _____	% Training Only _____
Account #3 _____	% _____

Specially Funded Information

Funding Source/Grant Name: _____	Funding Start Date: _____	End Date: _____
Funding Source/Grant Name: _____	Funding Start Date: _____	End Date: _____
Funding Source/Grant Name: _____	Funding Start Date: _____	End Date: _____

HIRING TIMELINE/ADVERTISING INFORMATION

If you desire to post your position(s) internally and externally simultaneously, please check here and provide rationale if no: ☐ Yes ☐ No

Advertise:

- ☐ The Dalles Chronicle/Eagle Newspapers
☐ Craig's List
☐ Employment Department
☐ Other (please list): _____

Run Ad: Please list all run dates OR

☐ Check here if same dates apply for all ads and list once

_____	to	_____
_____	to	_____
_____	to	_____
_____	to	_____

Closing Date: _____	Screening Dates: _____	Screening Committee: (list) _____
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Proposed Interview Date(s): _____	Anticipated Hire Date: _____	Include date in Ad? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Notes/Other Information: _____

Is Job Description Current? ☐ Yes ☐ No **If yes, please list date of last review. If no, please update and present to HR Director.**

This section is not intended to replace a complete approved job description. Please provide only the most important and necessary information in each category. This information will be used to create job ads and position announcements.

Job Summary – Summarize the overall purpose and objectives of the job.

Essential Functions – List the principle tasks, duties and responsibilities of the job.

Minimum Qualifications– Minimum knowledge, skills and abilities to enter the job. Also list any certifications, degrees, etc. that are required. (All Faculty positions will utilize board approved Minimum Qualifications for the advertised discipline).

Desired Experience – Desired/preferred experience, education, and training.

Special Working Conditions (If required): Examples: chemicals, fumes, heat/cold, evening/weekend hours, travel).

Approval Signatures: (Please Initial & Date)

Note: There is a 48 hour turn around time for this form to be complete, approved, and returned to the HR Office for processing

1. Requestor: ____/____ (from requesting department)

2. ELT Member: ____/____

3. HR Approval: ____/____ (Robb VC or designee)

4. Budget Approval: ____/____ (CFO or designee)

5. Approval to Proceed: ____/____ (President)