

**HR Use Only****NPR #:****New Personnel Requisition Form (NPR)****Section A – Required for all positions****Budget Year: 20 - 20**

<b>Job Title:</b>	<b>Department Name:</b>
<b>Position reports to (name):</b>	<b>Department #:</b>
<b>Position reports to (title):</b>	<input type="checkbox"/> <b>Position is a replacement for:</b>
<b>Office Location: (building and room #):</b>	<input type="checkbox"/> <b>Position is new.</b> <i>For new positions only computer must be ordered through IT and furniture ordered through Facilities BEFORE start date.</i>
<b>Telephone Extension:</b>	

**Section B – Faculty Positions only**

<b>Months per year (9, 10 or 12):</b>	<b>Is this a tenure track position?</b>
<b>Credits (per semester or year):</b>	<b>Is this an adjunct position?</b>
<b>Approval by Divisional Dean (signature and date):</b>	

**Section C – Staff Positions only**

<b>Regular or Temporary Position?</b>	<b>Hrs/Wk:</b>	<b>Wks/Yr:</b>	
<b>Work Schedule:</b>			
<b>Sunday:</b>	<b>Monday:</b>	<b>Tuesday:</b>	<b>Wednesday:</b>
<b>Thursday:</b>	<b>Friday:</b>	<b>Saturday:</b>	
<b>This position requires (check all that apply):</b> <input type="checkbox"/> <b>overtime</b> <input type="checkbox"/> <b>evenings</b> <input type="checkbox"/> <b>weekend</b> <input type="checkbox"/> <b>travel</b>			
<b>Approval by Department Head (signature and date):</b>			

**Section D – Search**

All positions are posted on [www.rivier.edu](http://www.rivier.edu). Manager level positions and above are posted on [www.catholicjobs.com](http://www.catholicjobs.com). Director level positions and above (with some exceptions), are posted on [www.higheredjobs.com](http://www.higheredjobs.com). All faculty positions including adjuncts are posted on [www.higheredjobs.com](http://www.higheredjobs.com). Hiring manager should contact employment coordinator for exceptions.

**Search committee members:**  
*\*committee chair*

**For all positions please submit job description and advertisement (if applicable) to [hrweb@rivier.edu](mailto:hrweb@rivier.edu).**

**List additional advertising request(s) here:**

**Rivier account number to charge for additional advertising:**

**Section E – Approvals**

<b>Divisional VP (signature and date):</b>	
<b>President (signature and date):</b>	

**To be completed by HR:****Budgeted Amount: \$****Hiring Range:****Position #:**