

Lincoln University
Office of Human Resources

PERSONNEL REQUISITION

Requestor		Position Title Requested	
Position Type	<input type="checkbox"/> New – Attach Justification of Need and Job Description <input type="checkbox"/> Replacement – Position Vacated by (Name): _____ <div style="text-align: center;">Terminated Employee's Salary: _____</div> <input type="checkbox"/> Special – Grant Funded Department _____ Division _____ Supervisor _____ Credit Hrs / Number of Hrs to be Worked / Week _____ Preferred Start / End Date _____ Work Schedule _____		
	Account Number		Salary / Range
Relocation / Housing Assistance		Comments	
FLSA Status and Classification	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Extra Pay for Extra Responsibility	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Casual/Seasonal <input type="checkbox"/> Adjunct
Recruiting Method	<input type="checkbox"/> Fill without Posting, Justification _____ <input type="checkbox"/> Screen existing app docs <input type="checkbox"/> Media Advertisement, Local Newspapers, or Internet Job Boards _____ <input type="checkbox"/> Post internally for 14 days		
Department Approval		Date	
Title III Approval		Date	
Grants Approval		Date	
Dean Approval		Date	
Division VP Approval		Date	
President Approval		Date	
HR OFFICE USE			
Posting Date		Closing Date	
Position Control Number		<input type="checkbox"/> Posted	<input type="checkbox"/> Not Posted
CHRO Approval		Date	

FINAL CANDIDATE RECOMMENDATION BY HIRING ADMINISTRATOR			
Submit copy of this form with original applications and interview documents to HR for processing.			
Candidate Name		Phone	
Hiring Administrator Approval		Date	

HR OFFICE USE			
Offer Extended By (HR Personnel Only)		Offer Date	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined
Annualized Salary		Hourly Rate	
Start Date		End Date (if applicable)	
PCN		Account Number	