



PERSONNEL REQUISITION FORM (creates/fills position)

Position Title: _____

Department: _____

Reports To (Title): _____

Start Date: _____

Pay Grade: _____

Account to be Charged: _____

[00-000000-00000-00]

Classification: Administration

Staff

Faculty

Graduate Assistant

Status: Full-time

Part-time (< 30 hrs)

Temporary

Is this a new position? Yes No

If YES, you must also complete a "Proposed Position Description" and a "Job Evaluation Questionnaire".

If NO, please supply the requested information below.

Individual being replaced: _____

Title: _____

Justification for filling this position:

Minimum job qualifications (If different from current job description, make revisions on current description):

Posting Dates: _____ to _____ (Min. five business days / Max. three weeks)

Advertising: WJU Employment Web Page

Advertise Externally

[NOTE: ALL jobs MUST be posted internally for the minimum days required per University policy. You may suggest where to advertise; please give as much information as possible about the publication. You may also attach a recommended advertisement.]

Publication: _____

Website: _____

Phone: _____

Publication: _____

Website: _____

Phone: _____

Initiator:

Executive Administrator:

Director, HR:

VP for Administration / CFO:

President:

HR USE ONLY

Position Tracking Number: _____

Received: _____

Completed: _____