

# Employee Requisition Form

HR Requisition Tracking # \_\_\_\_\_

The hiring manager must complete an Employee Requisition Form in order to fill any position. Open positions are not automatically approved, and will be reviewed by administration before the position can be filled. This form will assist in explaining why it is necessary to fill the position, and provide the specifications necessary to initiate a search.

Date of Request: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_ Hiring Manager Extension: \_\_\_\_\_

Number of months if less than regular (12 months): ☐ 10 Other: \_\_\_\_\_ Status: ☐ FT ☐ PT

☐ Admin/Exempt ☐ Tech/Non-Exempt ☐ Faculty/FT ☐ Temporary Start: \_\_\_\_\_ End: \_\_\_\_\_

Is this position a replacement? ☐ Yes ☐ No If yes, name of incumbent: \_\_\_\_\_

If no, please complete a New Position Request Worksheet for a new position, or explain:

General work hours/schedule? (days of week, shift, starting time, ending time, etc.)?

Attach an updated position description. Include any changes you plan for this position, as applicable, and any other supporting documentation.

\_\_\_\_\_  
Requestor Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Administrator Signature

\_\_\_\_\_  
Date

To be completed by VP for Finance & Administration or Senior Administrator

GL Account Number for position: \_\_\_\_\_

Budgeted Salary: \_\_\_\_\_ Target rate or salary: \_\_\_\_\_

Other known compensation (stipend, overload, etc.): \_\_\_\_\_

\_\_\_\_\_  
Vice President for Finance & Administration

\_\_\_\_\_  
Date

☐ Approved ☐ Not Approved ☐ On hold Note: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Date