

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