

Job Posting Requisition Form

[Company Name]

[Company Address]

Date of Submission: _____

Position Details

- Job Title: _____
- Department: _____
- Number of Vacancies: _____
- Reporting To: _____
- Location: _____
- Employment Type: Full-Time Part-Time Temporary

Posting Details

- Posting Start Date: _____
- Posting End Date: _____
- Preferred Platforms:
 - Company Website
 - LinkedIn
 - Job Portals: _____
 - Other: _____

Responsibilities and Duties Overview

1. _____
2. _____
3. _____

Minimum Qualifications and Skills

- Qualification: _____
- Years of Experience: _____
- Skills: _____

Authorization

I, _____, confirm that the above details are accurate and this requisition is approved for posting.

Manager Signature: _____

Date: _____