**New Hire Employee Requisition Form**

**General Information  
 Date: \_\_\_\_\_\_\_\_\_\_\_\_  
 Requested By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Reports To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Type & Classification  
 ☐ Full-Time ☐ Part-Time ☐ Internship ☐ Contract  
 ☐ Exempt ☐ Non-Exempt  
 Work Hours: \_\_\_\_\_\_\_\_\_\_\_\_**

**Position Justification  
 ☐ New Role ☐ Replacement ☐ Expansion  
 Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Expected Start Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Job Responsibilities  
 List key responsibilities and job duties:**

**Skills & Qualifications  
 ☐ High School Diploma  
 ☐ Bachelor’s Degree  
 ☐ Master’s Degree  
 ☐ Professional Certification  
 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Salary & Budget Details  
 Proposed Salary: $ \_\_\_\_\_\_\_\_\_\_\_\_ per ☐ Hour ☐ Month ☐ Year  
 Budget Approval: ☐ Yes ☐ No**

| **Position** | **Department** | **Expected Salary** | **Funding Approval** |
| --- | --- | --- | --- |
|  |  |  | **☐ Approved ☐ Denied** |
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|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |

**Approval & Signatures  
 Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_  
 HR Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_  
 Executive Approval: ☐ Approved ☐ Denied**