

Employee Requisition Form Template Word

Requisition Information

Date of Request: _____

Requisition Number: _____

Department: _____

Hiring Manager: _____

Position Details

Job Title: _____

Position Type: New Position Replacement

Reason for Request: Expansion Resignation Retirement Other:

Work Location: _____

Job Responsibilities & Skills

Administrative Support

Technical Work

Customer Service

Leadership Role

Other: _____

Current Employee	Vacant Position	Salary Range	Approval Status
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied

			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Hiring Approval

Department Manager: _____ **Date:** _____

HR Representative: _____ **Date:** _____

CEO Approval: **Yes** **No**