**Employee Staff Requisition Form**

**Department Information  
 Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Hiring Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Job Classification: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Contract**

**Position Details  
 Requested Start Date: \_\_\_\_\_\_\_\_\_\_\_\_  
 Work Schedule: ☐ 8 AM - 5 PM ☐ Shift Work ☐ Flexible ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_  
 Position Justification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Description & Requirements  
 Duties & Responsibilities:**

**Required Qualifications: ☐ Bachelor’s Degree ☐ Master’s Degree ☐ Certification ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_  
 Preferred Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Salary & Budget Approval  
 Budgeted Salary: $ \_\_\_\_\_\_\_\_\_\_\_\_ per ☐ Hour ☐ Month ☐ Year  
 Funding Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approval & Signatures  
 Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_  
 Finance Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_  
 HR Approval: ☐ Approved ☐ Not Approved**