

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