**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** |

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