

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
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
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Approval & Signatures

Department Head: _____ Date: _____

HR Representative: _____ Date: _____

Executive Approval: Approved Denied