

**PERSONNEL REQUISITION**

**POSITION DETAILS:**

DEPARTMENT NAME: \_\_\_\_\_ GL Number(s): \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

New Position  Replacement for: \_\_\_\_\_ Who left on (date): \_\_\_\_\_

DATE OPEN: \_\_\_\_\_ EXPECTED STARTING DATE: \_\_\_\_\_

Hiring Salary Range Requested : \_\_\_\_\_ Is this a variance from Salary budgeted for the position?

NO  YES—If YES, please explain: \_\_\_\_\_

**POSITION STATUS:**

Regular Will the position be:  12 Month  11 Month  10 Month  9 month

Full Time  Part Time: Hours per day and per week: \_\_\_\_\_

Temporary—Expected duration: \_\_\_\_\_ **(MAXIMUM 6 MONTHS)**

**Budgeted:**  Yes  NO

IF NO, WHAT DOLLARS WILL BE REALLOCATED TO COVER THE COST OF THE POSITION?

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**POSITION DESCRIPTION:** (Provide a brief description of Essential Functions OR attach Job Description):

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**POSITION QUALIFICATIONS:** (If Job Description is not attached, please note minimum education required/ preferred, minimum work experience required/preferred, any physical requirements stated on the job description, and so on).

You may attach a proposed advertisement and suggestions for ad placement. Human Resources determines final ad copy, placement locations and date of placements.

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**REFERRAL INFORMATION:**

APPLICANTS TO BE INTERVIEWED BY: \_\_\_\_\_

(Please note: If this is an Exempt Faculty or Staff position, a Search Committee must be designated. A Search Committee will include, at minimum, the hiring supervisor, Human Resources, and one other person from within or outside the hiring department).

**APPROVALS:**

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

BUDGET MGR & VP/PROVOST: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

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**HUMAN RESOURCES USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ NAME OF HIRE: \_\_\_\_\_

START DATE: \_\_\_\_\_ SALARY/RATE: \_\_\_\_\_