



## POSITION REQUISITION FORM

- Use this form to initiate the recruitment process and secure approval to fill a vacant position.
- Complete all information except shaded areas, which are for HR use only.
- Attach a Position Description and forward for appropriate authorizations.

<b>Type of Opening</b> <input type="checkbox"/> New Position <input type="checkbox"/> Transfer <input type="checkbox"/> Temporary <input type="checkbox"/> Replacement <input type="checkbox"/> Restructure <input type="checkbox"/> Agency Temp		<b>Position Title</b>  		
<b>Department</b>  		<b>Division</b>  		
<b>Budgeted Salary</b> \$ _____ /yr \$ _____ /hr	<b>Salary Grade</b> _____ Min \$ _____ Mid \$ _____ Max \$ _____	<b>Salary GL</b> # _____ % # _____ % # _____ % # _____ %		
<b>Estimated Relocation Expenses</b> \$ _____				
<b>Position Classification</b>				
<b>Classification</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>Tenure Status</b> <input type="checkbox"/> Tenured <input type="checkbox"/> Tenure-Track <input type="checkbox"/> Notice Appointment <input type="checkbox"/> Temporary	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary Dates: From _____ To _____	<b>Estimated Expenses</b> Advertising \$ _____ Other \$ _____	
<b>Work Schedule</b> <input type="checkbox"/> Monday – Friday <input type="checkbox"/> Sunday – Thursday <input type="checkbox"/> Other _____	<b>Shift</b> <input type="checkbox"/> 1 <sup>st</sup> Shift <input type="checkbox"/> 2 <sup>nd</sup> Shift <input type="checkbox"/> 3 <sup>rd</sup> Shift <input type="checkbox"/> Other: _____	<input type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> 9 Month <input type="checkbox"/> _____	<b>Hours Per Week</b> <input type="checkbox"/> 40 <input type="checkbox"/> 30 <input type="checkbox"/> 8 <input type="checkbox"/> 37.5 <input type="checkbox"/> 20 <input type="checkbox"/> Other <input type="checkbox"/> 32 <input type="checkbox"/> 16	
<b>Required Qualifications / Experience / Clearance Requirement (check all that apply)</b> <input type="checkbox"/> High School / GED <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> 1-2 Years' Experience <input type="checkbox"/> Valid Driver's License <input type="checkbox"/> Trade School <input type="checkbox"/> Master's Degree <input type="checkbox"/> 3-5 Years' Experience <input type="checkbox"/> Child Abuse Registry <input type="checkbox"/> Associate Degree <input type="checkbox"/> Doctorate Degree <input type="checkbox"/> _____ Years' Experience <input type="checkbox"/> Other _____				
<b>Advertising</b> <input type="checkbox"/> Campus-Wide Search Only <input type="checkbox"/> External Concurrent w/ Campus Search		<b>Application/Resume Distribution</b> Where applications, resumes, and/or credentials are to be sent:		
<b>Budget Comments</b>  				
<b>Authorizations: Please sign and forward for appropriate authorizations</b>				
Originator/Hiring Manager			Date	
Dean / Director			Date	
Budget Director			Date	
President's Staff Member			Date	
Vice President for Finance and Administration			Date	
President			Date	
<b>This section for HR use only.</b>				
Classification No.	Incumbent	New Hire/Replacement	Date of Hire	<input type="checkbox"/> Internal Hire <input type="checkbox"/> External Hire