

# PERSONNEL REQUISITION

Date: \_\_\_/\_\_\_/\_\_\_

## I. Position Information

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Name of displaced employee: \_\_\_\_\_

## II. Job Description

Please review the current job description, update it as necessary and attach a copy to this form. If the position is new, a current job description should be developed.

## III. Employment Status

a.  Administrative (Executive/Managerial)  Administrative Staff  Support Staff  Faculty

b.  Full Time  Part Time  Temporary No. of hrs per day \_\_\_ No. of days per week \_\_\_

Start Date: \_\_\_\_\_ End Date \_\_\_\_\_

Budgeted Annual Salary \$ \_\_\_\_\_ Budgeted Hourly Rate \$ \_\_\_\_\_

c. List any job responsibilities that require physical demands (stand more than 50% of workday, ability to lift up to 50 lbs. etc.) \_\_\_\_\_

## IV. Minimal Qualifications

Education:  High School Diploma  Bachelors Degree  Masters Degree  Ph.D.

Experience:  Less than 12 months  1-3 years  3-5 years  5-8 years

Technical Skills:  Word  Excel  Access  Other

Special Training and/or Certification: \_\_\_\_\_

## V.

\_\_\_\_\_  
*Hiring Supervisors Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Department/Division Vice President*

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Department Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Vice President for Administrative Services/CFO*

\_\_\_\_\_  
Date

## New Positions Only

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## TO BE COMPLETED BY HUMAN RESOURCES

Incumbent: \_\_\_\_\_

Hire Dare \_\_\_\_\_

Annual Salary: \_\_\_\_\_

Hourly Rate \_\_\_\_\_

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

Equipment:  Telephone  Email  Computer  Password(s)