



UNIVERSITY OF DALLAS

Office of Human Resources **New Employee Requisition Form**

Date of Request _____ Requested by _____ Phone Ext. _____

Department _____ Fund Number _____ ORG Number _____

Fax Number _____

For HR Use Only
Position Number _____

Job Information

Please mark the following information for this position:

Job Title _____ Salary Range: _____

Supervisor _____ Projected Start Date: _____

Is this position _____ New or _____ Replacement for _____

Will this position be _____ Full-Time or _____ Part-Time If part-time, number of hours per week _____

This position is _____ Regular or _____ Temporary If temporary, projected end date _____

This position is _____ Exempt Status or _____ Non-Exempt Status

Job Evaluation and Description Information

Please review the current job evaluation for this position. If you need a copy, please contact the Human Resources office and we will provide you a copy. **We must have an updated and accurate job evaluation and job description on file before posting this position.**

Please mark the following information for this job evaluation

_____ The current job evaluation and description is accurate, and does not need to be updated

_____ The current job evaluation and description is not accurate, and I have provided updated information.

_____ This is a new position, and a job evaluation and job description needs to be created (please contact the HR office and we will provide you the form to complete).

Job Posting Information

The position will be posted on our website, bulletin board and job line for at least three days. How long do you want your position to be posted?

Start date _____ End date _____ If nothing is noted, we will put "Until Filled" as the end date.

In an effort to attract more candidates, we can post outside advertisement for you. If you need more information about outside advertising, please let us know so that we can discuss the different options available to you. *Please note that any charges incurred for this type of advertisement will be billed to your department.

Would you like to use outside advertising for this position? ____Yes or ____No Do you want the salary/wage advertised? ____Yes or ____No

If yes, please list any sources you like to utilize (i.e. Monster.com, The Chronicle, Higher Ed, newspapers, etc.)

Employee Requisition Approval

Approval is required from the immediate supervisor and an executive staff member reporting to the President, or his/her designee (i.e. Vice President, Dean). Recruiting and job posting does not begin until all signatures are complete.

Supervisor Date

Area Head Date

President's Cabinet Approval Date

Human Resources Date