



# NEW EMPLOYEE REQUISITION FORM

JOB TITLE: \_\_\_\_\_

START DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

CHECK ONE:  NEW POSITION or  REPLACEMENT

*If replacement, name of former employee:* \_\_\_\_\_

CHECK ONE:  FULL-TIME or  PART-TIME

CHECK ONE:  SALARIED or  STIPEND

CHECK ONE:  EXEMPT or  NON-EXEMPT

IS THIS A TEMPORARY POSITION?  YES or  NO

REPORTS TO: \_\_\_\_\_ SALARY RANGE: \_\_\_\_\_

ATTACH JOB DESCRIPTION AND PROVIDE POSTING SUMMARY STATEMENT HERE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPROVALS

DEPARTMENT MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

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

HUMAN RESOURCES: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR HUMAN RESOURCES USE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_