

# Job Requisition Form

Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_ Hiring Mgr: \_\_\_\_\_

## Position Information / Justification

(Indicate what changes were made to the job description, if any, or provide justification for new position – attach additional sheets if needed)

**NOTE:** *New, updated, or existing job description must be attached for all requisitions & emailed to [hr@daemen.edu](mailto:hr@daemen.edu) in a word doc format.*

### Reason:

New Position  
 Replacement \_\_\_\_\_  
(Name of previous incumbent)

### Type:

Full Time  
 Part Time (Works less than 30 hours per week)  
 Temporary \_\_\_\_\_  
(Est. length of assignment)

### FLSA Status:

Hourly (Non-exempt)       Salaried (Exempt)

### Employment Category:

Faculty       Adjunct       Staff (*Hourly*)       Administration (*Salaried*)  
 *Tenure Track*  
 *Non-Tenure Track*

### Term:

9- Month     12-Month     Other: \_\_\_\_\_      **Anticipated Start (Month):** \_\_\_\_\_

### Schedule: (*Must be completed for hourly employees*)

Please check work days:  S  M  T  W  Th  F  S    Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Are weekends required?  Yes     No

If yes, please explain: \_\_\_\_\_

### Recruitment Instructions: (indicate job boards & special advertising instructions)

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

**Search Committee:**  Yes     No (Committee Members will be given access to view applicants unless otherwise noted)

Membership on Search Committee for Faculty appointments are subject to the approval of the Faculty Senate. Please see the Faculty Handbook for more details on the process.

**Names of search committee members:** \_\_\_\_\_  
\_\_\_\_\_

### Financial Information:

**Budgeted:**  Yes     No

**Salary Range:** \_\_\_\_\_

**Charge to Account(s):** \_\_\_\_\_

### Approval/Signature Required:

**Hiring Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cabinet Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please return completed form to the Office of Employee Engagement \_\_\_\_\_ Date Received \_\_\_\_\_ Posted*