

Job Requisition Form

Job Title: _____ Dept: _____

Hiring Supervisor: _____

NOTE: New, updated, or existing job description must be attached for all requisitions.

Position Information / Justification

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

Reason:

New Position
Replacement _____
(Name of previous incumbent)

Type:

Full Time
Part Time (Works less than 20 hours per week)
Temporary _____
(Est. length of assignment)

FLSA Status:

Hourly Salaried

Employment Category:

Faculty Adjunct Faculty Staff Administration

Term:

10 Month 12 Month Other: _____ Start Month: _____

Schedule:

(Facilities/Campus Safety)

Hours / Work Schedule:

Saturdays/Sundays/Holidays:

1st Shift From _____ To: _____
2nd Shift From _____ To: _____
3rd Shift From _____ To: _____

Yes
No
Occasional or as needed

Recruitment Instructions:

Special Instructions for Ad: _____

Interview Committee: Yes No

(Committee Members will be given access to view applicants unless otherwise noted)

If yes, please provide names of members to be included: _____

Financial Information:

Budgeted: Yes No

Salary Range: _____

Charge to Account(s): _____

Approval Required:

(Please sign)

Hiring Supervisor: _____ **Date:** _____

Business Office: _____ **Date:** _____

Cabinet Member: _____ **Date:** _____

Please return completed form to the Office of Employee Engagement _____ Date Received