

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 in a word doc format.*

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 (Non-exempt) Salaried (Exempt)

Employment Category:

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

Term:

10 Month 12 Month Other: _____ **Anticipated Start (Month):** _____

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

Please choose 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