

STAFFING REQUISITION

New Position Replacement (Replacing _____)
Name of former employee

STAFFING/POSTING INFORMATION

Position Title _____

Hiring Manager _____ Dept. Name/Number _____

Status:

Full-time (Hours: _____ to _____)

Part-time (Hours _____ to _____)

Temporary (Hours _____ to _____) Length of assignment : _____ days/weeks/months

Proposed Salary/Hourly Rate \$ _____

Special advertising request (newspaper, etc.) _____

MINIMUM QUALIFICATIONS ESSENTIAL TO THE POSITION

Training/Degree required _____

Skills required _____

Computer skills required _____

Prior work experience required _____

List any license, certification, or registration required _____

JOB DESCRIPTION

Describe the essential or primary duties and responsibilities of the job as well as other job-related information. This section must be completed or a recent job description attached.

APPROVAL

Department Approval _____ Date _____

Finance/Budget Approval _____ Date _____

Payroll Approval _____ Date _____

HR Approval _____ Date _____

Copy- Human Resources Copy-Payroll Copy-Hiring Department Copy-Finance/Budget