STAFFING REQUISITION

☐ New Position  ☐ Replacement (Replacing Former Employee __________________________)

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.

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

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_________________________________________________________________________________________________

APPROVAL

Department Approval ___________________________ Date __________________________

Finance/Budget Approval ___________________________ Date __________________________

Payroll Approval ___________________________ Date __________________________

HR Approval ___________________________ Date __________________________

Copy–Human Resources • Copy–Payroll • Copy–Department • Copy–Finance/Budget