Human Resources
Employment Requisition Form

Please complete this form and return it to the Human Resources Department to initiate the staffing process.

Department: ________________________________  Position Title: ________________________________

Budget #: ________________________________  Salary Range: ________________________________

Hiring Manager: ________________________________  Hiring Manager’s Title: ________________________________

Is this within budget?  Yes □  No □

Replacement due to: Addition □  Replacement □  Resignation □  Transfer □  Termination □

If replacement, person being replaced: ______________________________________________________

Date replacement will become effective: ________________________________

Status:  Full-time □  Part-Time □  Temporary □  Benefits: Yes □  No □

Position Posting Information

Position Summary/Responsibilities: (Attach separate position description if necessary)

Knowledge/Skills: Describe the background, education, training, skills and years needed to perform the job.

Required: _____________________________________________________________

Preferred: _____________________________________________________________

Approvals

Dept. Head/Requestor: ________________________________  Signature ________________________________  Date __________________

Area VP: Print Name ________________________________  Signature ________________________________  Date __________________

Director of HR: Print Name ________________________________  Signature ________________________________  Date __________________

President: Print Name ________________________________  Signature ________________________________  Date __________________

Budget: ________________________________  Finance Dept. Signature ________________________________  Date __________________