

Staff Requisition Form

Please complete this form when requesting to hire any staff or requesting a change in current staffing, include as much detail as possible.

Job Title: (ex: Office Coordinator I) _____

Department/Office: _____

Supervisor: _____

Hiring Contact: (if other than the supervisor) _____

Position Status and work schedule

(check one)

- ☐ Full-time Regular
- ☐ Part-Time Regular
- ☐ Temporary

Please indicate the number of months to be worked and the number of hours per week:

Months per year: _____

Hours per week: _____

Desired start date: _____

Type of position

- ☐ New: Please indicate why this position is needed: _____
- ☐ Replacement: Please indicate the person who is leaving: _____
- ☐ Change(s) to the position: _____
- ☐ Grant: Please include a copy of the grant award: _____

Office Assignment

Indicate building and room number: _____

Recruitment Plan

If approved, this position will be posted internally for at least one week.

Ideas for advertising this position externally:

Web sites: _____

Newspapers: _____

List serves: _____

Other: _____

Supervisor Approval: _____ Date: _____

Department Head Approval: _____ Date: _____

Cabinet Member Approval: _____ Date: _____

V.P. for Business and Finance Approval: _____ Date: _____

President Approval: _____ Date: _____

If approved, the Human Resources Specialist will then begin the recruitment process and contact the requestor.

If not approved, the Associate Vice President of Human Resources will contact the requestor.

Classification:

☐ Exempt: hiring range _____

☐ Non-Exempt: hourly pay rate _____

Comments: