



## Staff Personnel Requisition Form

The primary purpose of this document is to encourage effective workforce planning, open communication, and appropriate legal checks **PRIOR TO THE BEGINNING OF THE HIRING PROCESS**. This form is used when a **REPLACEMENT** is needed for a current regular full-time or part-time staff opening, a **NEW** staff position is being established, or a **RESTRUCTURE** of a current position is required.

**REMINDER:** Only preliminary unofficial discussion should be held until this process is completed, signatures obtained, and form returned to University Human Resources. The President's approval is required for all personnel action.

### **STEP ONE: Workforce Planning (Analysis is required as a first step of this process)**

Attach a summary of the division review which has been conducted to explore the necessity of this position and explain the impact that this position would have on the University's mission statement. Outline departmental workflow and the steps previously taken to meet this need (i.e., temporary hires, redistribution of workload within the department/division, outsourcing of the function). Determine if there is any legal impact on the University that is directly associated with this position. If applicable, define the cost savings benefit for the University specifically related to establishing a position versus using an outside source. The President reserves the right to make all final determinations as to the necessity of this position.

### **STEP TWO: General Position Information**

Position Title: \_\_\_\_\_

Department/Division Name: \_\_\_\_\_

- This is a **replacement** person for a current staff member who is terminating employment.  
Incumbent Name: \_\_\_\_\_ Final Date of Employment: \_\_\_\_\_  
Note: An official notice of the termination, including final date, should be submitted to University Human Resources.
- This is to create a **new position** within the department/division.
- This is a **restructured position** with the department/division. Details should be included as outlined in Step One.

**Total Annual Hours proposed:** \_\_\_\_\_ If this position works less than 2080 hrs per year, what is the projected work schedule for the position (i.e., 40 hours per week for 39 weeks)?

\_\_\_\_\_  
\_\_\_\_\_

What is the projected start date by which you would like to have this position filled? \_\_\_\_\_

Name and title of direct supervisor:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**STEP THREE: UHR Interaction - Posting and Recruitment Information**

A new or revised job description must be completed PRIOR TO any official employment activity. The supervisor's signature and date, as well as UHR's approval signature and date, on the job description must reflect this. ADA guidelines and required format resources are available on the University Human Resources website to assist in this important aspect of the hiring process.

Do you wish to have University Human Resources post an announcement regarding this open position?

Yes  No

If no, please explain: \_\_\_\_\_

If yes, how do you wish to accomplish this?

Internal posting only (i.e., *email, Web Page*)

External posting only (i.e., *Church Mailing*)

I would like to do both

**STEP FOUR: Open Application Acceptance Period**

Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

During this period, University Human Resources will solicit and accept applications related to your open position. No offer of employment should be made during this period.

**STEP FIVE: Budget Information**

Has University Human Resources approved the market range for salary?

Yes  No Recommended Market Range \$ \_\_\_\_\_ (min) to \$ \_\_\_\_\_ (Max)

Does a budgeted amount exist or has one has been approved for the salary/benefits of this position?

Yes  No

\$ \_\_\_\_\_ ***Existing*** budgeted wage/salary for this position

\$ \_\_\_\_\_ ***Intended starting*** wage/salary for this position

If the proposed amount exceeds the budgeted amount, what is your plan to cover the difference? \_\_\_\_\_

General Ledger plus Detail Number from which this salary is to be paid: \_\_\_\_\_ - \_\_\_\_\_

Dept. GL#

Detail #

**THE SIGNATURES IN STEPS SIX THROUGH TEN MUST BE OBTAINED IN ORDER AS LISTED.**

**STEP SIX:**

Department/School: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP SEVEN:** (*Signature indicates a comprehensive division review/analysis, as outlined in STEP ONE, has been conducted and a summary is attached.*)

VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

