



HR Use Only

NPR #:

New Personnel Requisition Form (NPR)

Section A – Required for all positions

Budget Year: 20 - 20

Job Title:	Department Name:
Position reports to (name):	Department #:
Position reports to (title):	<input type="checkbox"/> Position is a replacement for:
Office Location: (building and room #):	<input type="checkbox"/> Position is new.
Telephone Extension:	<i>For new positions only</i> computer must be ordered through IT and furniture ordered through Facilities BEFORE start date.

Section B – Faculty Positions only

Months per year (9, 10 or 12):	Is this a tenure track position?
Credits (per semester or year):	Is this an adjunct position?
Approval by Divisional Dean (signature and date):	

Section C – Staff Positions only

Regular or Temporary Position?	Hrs/Wk:	Wks/Yr:
Work Schedule:		
Sunday:	Monday:	Tuesday:
Thursday:	Friday:	Saturday:
Wednesday:		
This position requires (check all that apply): <input type="checkbox"/> overtime <input type="checkbox"/> evenings <input type="checkbox"/> weekend <input type="checkbox"/> travel		
Approval by Department Head (signature and date):		

Section D – Search

All positions are posted on www.rivier.edu. Manager level positions and above are posted on www.catholicjobs.com. Director level positions and above (with some exceptions), are posted on www.higheredjobs.com. All faculty positions including adjuncts are posted on www.higheredjobs.com. Hiring manager should contact employment coordinator for exceptions.

Search committee members:
*committee chair

For all positions please submit job description and advertisement (if applicable) to hrweb@rivier.edu.

List additional advertising request(s) here:

Rivier account number to charge for additional advertising:

Section E – Approvals

Divisional VP (signature and date):	
President (signature and date):	

To be completed by HR:

Budgeted Amount: \$

Hiring Range:

Position #: