



NEW EMPLOYEE REQUISITION FORM

JOB TITLE: _____

START DATE: _____ DEPARTMENT: _____

CHECK ONE: NEW POSITION or REPLACEMENT

If replacement, name of former employee: _____

CHECK ONE: FULL-TIME or PART-TIME

CHECK ONE: SALARIED or STIPEND

CHECK ONE: EXEMPT or NON-EXEMPT

IS THIS A TEMPORARY POSITION? YES or NO

REPORTS TO: _____ SALARY RANGE: _____

ATTACH JOB DESCRIPTION AND PROVIDE POSTING SUMMARY STATEMENT HERE:

APPROVALS

DEPARTMENT MANAGER: _____ DATE: _____

VICE PRESIDENT: _____ DATE: _____

HUMAN RESOURCES: _____ DATE: _____

FOR HUMAN RESOURCES USE: _____

