



POSITION REQUISITION FORM

POSITION INFORMATION

To be completed by Hiring Manager

Date: _____

Reason for Recruitment: New Position Replacement Modified Position
 Name of Terminating Employee: _____ FLAC Load

Position Number: _____ Position Title: _____
 Department Name: _____ Org. Code: _____
 Anticipated Start Date: _____ End Date (for temp): _____
 Position Details: _____ Hours per Pay Period: _____

Full-time Part-time Faculty Staff 10-month 12-month

Comments: _____

HUMAN RESOURCE INFORMATION

To be completed by Human Resources

Recruiting Salary: _____ Hourly Rate (non-exempt): _____
 E-Class: _____ FTE: _____ Exempt Non-exempt
 Hiring Salary Band: _____ Single Pooled

BUDGET INFORMATION

Fund: _____ Org.: _____ Account: _____

Salary Budget: _____

A budget adjustment will be required if the recruiting salary determined by Human Resources is greater than the budgeted salary amount. This form should be forwarded to the Business Office

Approvals

Date

Hiring Manager/Chair: _____
 Dean/Director: _____
 Vice President: _____
 Human Resources: _____
 Controller: _____
 VP of Finance : _____
 (New position or new funding)