

Job Requisition Form

(Positions will be posted within 4-8 business days)

Position Title: _____ (Attach completed job description)	Auxiliary: _____
Projected Start Date: _____	Department: _____
Pay Status Salaried: <input type="checkbox"/>	Classification (check one): Full-Time: <input type="checkbox"/> (30+ hours/wk)
Hourly: <input type="checkbox"/>	Part-Time: <input type="checkbox"/> _____%
Account #: _____	
Account # (unit/name) responsible for ad costs: _____	
Account # responsible for background check costs: _____	
Requestor's Name: _____	Requestor's Phone Number: _____
Requestor's Title: _____	Request Date: _____

Reason for Requisition:

<input type="checkbox"/> New Position	<input type="checkbox"/> Budgeted	Monthly or Hourly Pay Rate: _____
	<input type="checkbox"/> Not Budgeted (Attach Business Justification)	
<input type="checkbox"/> Replacement Position	Name of former employee: _____	
	Last day worked: _____ Last Salary: \$ _____	

Justification Section:

Please indicate reasons/justification for requisition (attach additional documentation if necessary):

Approval Section:

_____ <i>Requestor's Signature</i>	_____ <i>Date</i>	_____ <i>Human Resources</i>	_____ <i>Date</i>
_____ <i>Project Director</i>	_____ <i>Date</i>	_____ <i>Post-Award Analyst</i>	_____ <i>Date</i>
_____ <i>Dean (Faculty/FT Grants Employee)</i> <i>Approval</i>	_____ <i>Date</i>	_____ <i>Director, Business & Finance</i> <i>and Chief Financial Officer</i>	_____ <i>Date</i>

Compensation/HR Section (HR Office Use Only):

New Hire's Name: _____ Hire Date: _____
Monthly or Hourly
Pay Rate: \$ _____ Recruitment Source: _____
Exempt
Non-Exempt