

REQUEST TO OPEN A PERSONNEL REQUISITION

Division/Department Name: _____ Region No.: _____

Hiring Mgr. Name: _____ Phone/Extension: _____

Hiring Mgr. E-mail: _____ Supervisory Org: _____

University Title: _____ Internal Job Title: _____

Job Code: _____ Exempt/Non-Exempt: _____ % of Time: _____ Months: _____

Scheduled Weekly Hours: _____ Work Shift: _____ Union: Yes No

Office Location: _____ Maximum Hiring Budget: _____

Salary Benchmarking Range: _____ Account No.: _____

Check all applicable:

New Position

Fixed-Term Position
End Date (MM/DD/YY): _____

Existing Position (Replacement)
Name of Last Person in Position: _____
Position No: P _____

Overlap Position
End Date (MM/DD/YY): _____

JUSTIFICATION TO OPEN POSITION Adds to Headcount Funded from Another Position

Position is key or critical to operations because: _____

Impact of not filling position: _____

Additional Info: _____

DEPARTMENTAL SIGNATURES

Hiring Mgr's Supervisor: _____ Title: _____ Date: _____

Finance Mgr. or Designee: _____ Title: _____ Date: _____
(If Required)

DIVISION HEAD REVIEW & SIGNATURE

Signature: _____ Title: _____ Date: _____

RECRUITMENT OFFICE USE ONLY

Position No: P _____

Requisition No.: _____

Date Posted: _____

Guest User Info:

Username: _____

Password: _____