

PERSONNEL REQUISITION

Date _____
mm/dd/yy

Position No. _____

Position Budget _____

Department/Location _____

Account No. _____

Job Title _____

Salary Grade _____ Region _____

Hiring Supervisor _____ Phone (____) _____ Email _____

New Position (Requires budget approval.)

Replacement Position (Requires budget approval.)

Person Replacing _____

Incumbent's Salary/Hourly Rate \$ _____

Full-time (≥ 30 hrs/wk) _____ hours per week

Part-time (< 30 hrs/wk) _____ hours per week

DESCRIPTION OF WORK / SPECIAL QUALIFICATIONS NEEDED:

Office Use Only: Staff Approved Hiring Range \$ _____ to \$ _____ Midpoint \$ _____

APPROVALS

Supervisor Date

Vice President Date

Director/Department Head Date

Resource Planning and Budget Office Date

Associate Vice President Date

Human Resources Office Date

Provost & Sr. Vice President Date

HUMAN RESOURCES NOTES: