Job Requisition/Request For Recruitment Form



Position Title: _____Department: _____

Hiring Manager: _____Date: _____/_____/_____

Have the duties of this position changed? ☐ Yes ☐ No

(If yes, provide details in position information) ☐ Full Time ☐ Part Time ☐ Temporary

(If part-time, specify if benefited and at how many hours)

REASON FOR RECRUITMENT

☐ Budgeted New Position ☐ Replacement for _____

Budgeted Pay Grade _____

☐ Non Budgeted New Position Date position is budgeted to begin: _____/_____/_____

POSITION INFORMATION

(Complete only if no job description exists or the position has changed, otherwise attach job description)

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Approvals

Hiring Manager Approval: _____ Date: ____/____/_____

Department Manager Approval: _____Date: ____/____/____

Please return to Human Resources once completed