

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)

=====

Approvals

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

Department Manager Approval: _____ Date: ____/____/____

Please return to Human Resources once completed