Job Requisition Form

Complete and sign this form to request a job posting or job funding and forward it to email@address.com.

|  |  |
| --- | --- |
| **Requested position title** | **Department** |
|  |  |
| **Start date** | **Hiring manager** |
|  |  |
| **Requisition reason** |
|  |
| **Position duration** | **Contract type** | **Salary range and benefits** |
| [ ]  Permanent[ ]  TemporaryIf so, end date:  | [ ]  Employee w. full beneﬁts[ ]  Employee w. partial beneﬁts[ ]  Contract worker |  |
| **Required qualifications** | **Full-Time Equivalence** | **Budget** |
|  | FTE (between 0 and 1):  | [ ]  Sufﬁcient budget[ ]  Requires additional budget |
| **Location** |  |
| **Do other positions need to be redeﬁned based on this new position or change? If so, please explain:** |
|  |
| **Notes** |
|  |

|  |  |  |
| --- | --- | --- |
| **Hiring manager name** | **Hiring manager signature** | **Date** |
|  |  |  |
| **HR name** | **HR signature** | **Date** |
|  |  |  |

