

PERSONNEL REQUISITION

This form is to be completed, signed by Supervisor, Department Head/Director or Department Chair, Dean or Administrative Director, Budget or Grants Officer, President/Vice President/Provost and forwarded to Human Resources as personnel needs are known. Incomplete forms may significantly delay employment process.

POSITION INFORMATION:

Job Title _____ Department _____

Position Number: _____ Dept. Org.: _____ Is this a new position? _____

Category: Administrative Professional Technical
 Crafts/Trades Clerical Service

Job Status: (✓)

- Regular
- Term
- Temporary (up to six mo.)*
- Temporary On-call*

*If direct appointment:

Name of Temp _____

SS# of Temp _____

Full/Part-time: (✓)

- Full-Time
_____ % of full time if Adm./Prof.
- Part-Time
_____ # of hours per week if CTS or crafts/trades

Pay rate _____
(To be determined in consultation with Personnel Director.)

Students enrolled in 6 hours or more will not be considered for temporary employment and must apply for employment through Financial Aid Services.

Type of appointment (✓):

- Addition (attach proposed job description)
- Replacement for _____
(attach Termination Report and PAF)

Date new employee required: _____ Stop Date: _____ (For term or temporary only)

Brief position description: _____

Special qualifications: _____

BUDGET INFORMATION:

Index(s) to be charged: Index No. _____ Percent Salary _____
Note that grant and auxiliary accounts will be responsible for charges related to the search process.

CONTACT INFORMATION:

Contact person _____ Ext. No. _____ FAX No. _____

Department _____ Building _____ Mail Stop No. _____

Approval:

_____ Supervisor Date _____/_____/_____	_____ Budget or Grants Officer Date _____/_____/_____
_____ Department Head/Director or Department Chair Date _____/_____/_____	_____ Assistant to the President for Equity & Diversity Issues Date _____/_____/_____
_____ Dean or Administrative Director Date _____/_____/_____	_____ Assistant Director, Human Resources Date _____/_____/_____
_____ President/V.P./Provost Date _____/_____/_____	

Human Resources Use Only:

Category _____ Filled by: _____ Date _____/_____/_____

Background check: Yes No