

STAFF PERSONNEL REQUISITION

POSITION INFORMATION:

Position Type: Regular Full-time This Position is: New
 Regular Part-time Replacement for: _____
 Other: _____

Position Title: _____

Department/College: _____

Employee Class Code: _____ Salary Grade: _____ Job Code: _____

Hiring Range: _____ to _____ Start Date: _____
Salary Grade Minimum Salary Grade Midpoint

Work Schedule: Hours per week: _____ Days of Week: _____ Hours: _____
(i.e. 35 hour work week, Monday through Friday, 8:00am to 4:30pm)

Comments: _____

NOTE: Contact your designated HR Manager to update the position's formal job description.

INTERVIEWING INFORMATION:

Primary Interviewer/Contact Name: _____ Phone: _____

Primary Interviewer/Contact Email Address: _____

Committee Members: _____

BUDGET AND HRD INFORMATION:

Position Number: _____ Budgeted Salary Amount: _____ Approved Date to Hire: _____

Classification Code: _____ (To be completed by the Budget Office)

LABOR DISTRIBUTION			
FUND	ORG	ACCOUNT	PERCENT

Comments: _____

HRD ACTIONS
Date Received: _____
Date Posted: _____
Date Filled: _____
Person Hired: _____
Start Date: _____
Starting Salary: _____
Comments: _____

APPROVALS	DATE
Initial Author: _____	
Dept/College Approval: _____	
Senior Officer: _____	
Budget Office: _____	