



Personnel Requisition

Please complete this form for every new hire. Once completed, the manager/director must meet with their respective Vice President and the Vice President for Business & Finance for approval prior to submitting to Human Resources.

Date _____

Department _____

Position Title _____

Recommended Salary/Rate \$ _____ hr/mo

This position is:

- ☐ A new one (attach a position description)
☐ A modification of an existing position (attach an updated job position)
☐ A replacement for an existing position

Name of person being replaced _____

- ☐ An expansion of the number of people in an existing position

The status is:

- ☐ Full-time
☐ Part-time Regular
☐ Seasonal (during academic year only or other seasonal period)
☐ Temporary until _____ (Provide approx. termination date)

The standard hours worked per week are: ☐ 40 ☐ 30 ☐ 20 ☐ less than 20The number of months worked per year are: ☐ 12 ☐ 10 ☐ 9 ☐ 8 or less

Desired starting date: _____

Person(s) who will be interviewing applicants: _____

Is this position budgeted? ☐ Yes ☐ No Budget line item: _____

If not, how will the position be funded?

Benefit costs are budgeted? ☐ Yes ☐ NoNew equipment required: ☐ Computer ☐ Desk ☐ Desk Chair ☐ Telephone
☐ Bookcase ☐ Table ☐ Side Chairs ☐ Other

Describe other: _____

Space requirement: Workspace already available in department? ☐ Yes ☐ NoAdditional workspace/office required? ☐ Yes ☐ NoWill this position require Business Cards? ☐ Yes ☐ No

Requested by: _____ Date: _____

Approved by: _____ Date: _____
Vice PresidentApproved by: _____ Date: _____
Vice President for Business & FinanceApproved by: _____ Date: _____
Human Resources