Job Requisition Form

Complete and sign this form to request a job posting or job funding and forward it to [email@address.com](mailto:email@address.com).

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested position title** | | **Department** | |
|  | |  | |
| **Start date** | | **Hiring manager** | |
|  | |  | |
| **Requisition reason** | | | |
|  | | | |
| **Position duration** | **Contract type** | | **Salary range and benefits** |
| Permanent  Temporary  If 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** |
|  |  |  |



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