

**Job Requisition Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Title: |   | Auxiliary: |  |    |
|   | ***(Attach completed job description)*** |  |
| Projected Start Date:  |    | Department:  |  |     |
|  |
| Pay Status | Classification (check one): | Cost Center: |  |  |
| Salaried: |[ ]  Full-Time: |[ ]   | Cost center (unit/name) responsible for ad costs: |
| Hourly: |[ ]  Part-Time: |[ ]  \_\_\_\_\_\_\_% |  |  |
|   |   |  | Cost center responsible for background check: |
|   |   |   |  |
|  |
| *Requestor's Name:* |    | *Requestor's Phone Number:* |  |    |
|  |
| *Requestor's Title* |    | *Request Date:* |  |     |
|  |

**Job Information:**

**Reason for Requisition:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | New Position |   | [ ]  | Budgeted |  Monthly Pay Rate:  | $  |   |
|  |  |  |[ ]  Not Budgeted (Attach Business Justification) |  |   |
| [ ]  | Replacement Position | Name of former employee: |   |   |
|   |   |   | Last day worked: |  | Last Salary: | $ |   |
|  |

**Justification Section:**

|  |
| --- |
| Please indicate reasons/justification for requisition (attach additional documentation if necessary): |
|     |

**Compensation/HR Section (HR Office Use Only):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| New Hire's Name: |  | Hire Date: |    |   |
| Monthly Pay Rate: | $ |   Recruitment Source: |    |   |
|  |

**Approval Section:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |   |
| *Requestor's Signature* |  | *Date* |  | *Human Resources* |  | *Date* |   |
|  |  |  |  |  |  |  |   |
| *Program Director/Executive Director* | *Date* |  | *Post Award Analyst* |  | *Date* |   |
|  |  |  |  |  |  |  |  |
| *Provost/VP Approval* |  | *Date* |  |  |  |  |  |