



EMPLOYMENT REQUISITION
PROFESSIONAL / ADMINISTRATIVE POSITION

CONTROL # \_\_\_\_\_
(For Human Resources use only)

1. DEPARTMENT:

2. POSITION TITLE:

NOTE: Position description must be attached. Include responsibilities, supervision exercised, and supervisor's title; indicate any revisions in red.

- 3. [ ] New Position
[ ] Replacement for:

(Name of person being replaced)

4. EFFECTIVE DATE OF VACANCY:

5. REASON FOR VACANCY:

6. TYPE OF APPOINTMENT:

- [ ] Full-Time
[ ] Temporary Full-Time from \_\_\_\_\_ to \_\_\_\_\_
[ ] Part-Time ( \_\_\_\_ avg hrs/wk ÷ 40 = \_\_\_\_ FTE)

Period of employment:

7. REQUESTED BY:

Department Head/Chair

Date

- 8. [ ] Recommended
[ ] Not Recommended

Administrative Superior

Date

9. REVIEW OF PAY GRADE ASSIGNMENT:

Position Title

Pay Grade

Human Resources Representative

Date

Executive Director of Human Resources

Date

10. FUNDING VERIFICATION (Budget / General Accounting):

ACCT/GRANT # \_\_\_\_\_ (\_\_\_\_\_)
5 digit code

Externally Funded? \_\_\_\_ Yes \_\_\_\_ No

12-Month Salary Base (Externally-Funded Positions Only):

\$ \_\_\_\_\_

Authorized Representative

Date

- 11. [ ] Approved
[ ] Disapproved

Division Officer

Date