



PERSONNEL REQUISITION

Job Title _____
Office/Program Location _____
Classification (if known) _____ Exempt ___ Non Exempt ___
Full Time _____ Part Time _____ (Days and Hours _____)
Temporary _____ (Days and Hours _____)

_____ Employee must be experienced. _____ Will train inexperienced individual.

Summary of the nature of duties/responsibilities of the position (taken from the job description). Include physical demands and working conditions if unusual (taken from job description):

Summary of the requirements of position (taken from the job description) such as education, special training, years of experience):

Replacement: For _____ due to his/her:
Separation _____ Date _____
Transfer/Promotion _____ Date _____
Ending salary of individual \$ _____

Is this an "Increase in Staff" or "Newly Created Position"? Yes ___ No ___
If yes, what created the need? _____
Has funding been approved? Yes ___ No ___ Not Sure ___
Is this position "Budget Neutral" (Paid for in full by a grant or already part of an approved budget?) Yes ___ No ___ Not sure ___ Further comments _____
What is the recommended starting salary? _____

APPROVAL SIGNATURES

Program Administrator _____ Date _____
or other hiring Manager _____ Date _____
Division Director _____ Date _____
Executive Director _____ Date _____
Human Resources _____ Date _____
Personnel Committee Designee _____ Date _____
Finance Committee Designee _____ Date _____

HR 1/10/03
Revised 2/18/03, 3/13/03, 3/20/03, 7/28/03, 10/28/03, 4/20/04
Completed form must be submitted with signatures to the Human Resources Director in accordance with the "Employment Process" policy.