

Complete in detail and forward through administrative channels to the Human Resources Department.

Title of Vacant Position	Employing Department	Monthly Recruiting Range
		From: _____ To: _____

- Full Time  
 Part time  
 Temporary
- Hours per week \_\_\_\_\_
- Work Schedule \_\_\_\_\_
- Length of time position will last \_\_\_\_\_
- Day  
 Night

Refer applicants to:	Title	Bldg. & Room #	Ext. Number	Fax Number	Beginning Date
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Position Account Number \_\_\_\_\_ Item No. \_\_\_\_\_ Account Title \_\_\_\_\_

Replacement for: \_\_\_\_\_ Who:  Resigned  Retired

Transferred  Other

New Position:  Yes  No

**Note:**  
 All positions in the exempt category (420-) must be approved by the President.

**Required Attachments:**

If there is no official job description, a completed Job Evaluation Questionnaire and Job Classification Description form must accompany this requisition.

If there is an official job description, a copy with the deviation unique to this job must accompany this requisition.

If this is a new position or a change in an existing position, an approved Request For Additions/Changes In Staff Positions form must accompany this requisition.

**Approved:**

\_\_\_\_\_

Department Head

\_\_\_\_\_

Dean

\_\_\_\_\_

Vice President

\_\_\_\_\_

Director of Human Resources

\_\_\_\_\_

President