

Staff Personnel Requisition Form

THIS FORM IS USED WHEN:

- ❶ A **REPLACEMENT** is needed for a current regular full-time or part-time staff opening, or
- ❷ A **NEW** staff position is being added.

Its primary purpose is to encourage communication, planning, and appropriate legal checks **PRIOR TO THE BEGINNING OF THE HIRING PROCESS.**

PLEASE KEEP IN MIND: Only preliminary unofficial discussions should be held until this Preauthorization Form is completed, signatures obtained, and form returned to Human Resources.

STEP ONE: *General Position Information*

Position Title: _____

Department/Division Name: _____

- This is a **replacement** person for a current staff member who is terminating employment.

Incumbent Name: _____ Final Date of Employment: _____

IMPORTANT: *Is an official notice of the termination, including final date on file in the Human Resources Department?*

- This is to fill a **new position** with the department.

Has this position been approved by the Administrative Council?

NOTE: *A new, revised, or reviewed job description must be completed **PRIOR TO** any official employment activity. The signature and date on the job description must reflect this. An ADA compliant job description outline is available in the Human Resources Department to assist in this important aspect of planning. A Position Analysis Questionnaire resource is also available, if needed.*

- This is a regular full-time position scheduled to work 1560 hrs/year or more. **Annual Hours:** _____
- This is a regular part-time position scheduled to work less than 1560 hrs/year. **Annual Hours:** _____

If this position works less than 2080 hrs/year, what is the projected work schedule (i.e., 40 hours per week for 39 weeks) for the position? _____

What is the projected start date by which you would like to have this position filled? _____

Do you intend to require the "New Employee Orientation" employment period – the first four (4) months from the start date? Yes No If no, please explain: _____

FLSA Designation: Exempt Nonexempt (i.e., *position eligible for overtime*)

Name and title of individual to whom this position reports:

Name: _____ Title: _____

STEP TWO: Posting and Recruitment Information

Do you wish to have Human Resources post an announcement regarding this open position? Yes No
If no, please explain: _____

If yes, how do you wish to accomplish this?
 Internal posting only (i.e., e-mail, Web Page)
 External posting only (i.e., Church Mailing)
 I would like to do both

STEP THREE: Open Application Acceptance Period

Beginning Date: _____ End Date: _____

IMPORTANT: During this **Open Acceptance** period, Human Resources will solicit and accept applications related to your open position. At the conclusion of this period, all completed application materials will be forwarded to you. Please keep in mind that no "official" activity related to screening, interviewing, or "making an offer" may take place during this open period.

STEP FOUR: Budget Information

Does a budgeted amount exist (*replacement position*) or has one been approved (*new position*) for the salary/benefits of this position? Yes No

\$ _____ **Approved** wage/salary budgeted for this position
\$ _____ **Proposed** wage/salary for this position

If the proposed amount exceeds the approved budgeted amount, what is your plan to cover the difference? _____

General Ledger plus Detail Number from which this salary is to be paid: _____ - _____
Dept. GL# Detail #

STEP FIVE:

Department Head Signature: _____ **Date:** _____

STEP SIX:

Dean of School Signature: _____ **Date:** _____
(For Academic Divisions Only)

STEP SEVEN: Division VP Approval for Hiring Process to Proceed

VP Signature: _____ **Date:** _____

STEP EIGHT:

Budget Director Approval Signature and Comments: _____ **Date:** _____

STEP NINE: Please forward the form, including updated position description, to the Human Resources Department.

Human Resources Approval of New, Revised, or Reviewed Job Description: _____ **Date:** _____

HUMAN RESOURCES DEPARTMENT USE ONLY

_____	Position Code	\$ _____	Proposed Salary for Position
_____	Job Category	\$ _____	Minimum Market Salary Range for Position
_____	Job Level	\$ _____	Maximum Market Salary Range for Position
_____	Job Grade		