



DEPARTMENT OF HUMAN RESOURCES

NOTICE OF POSITION VACANCY – REQUISITION FORM

Revised :01/23/19

1) <u>Position Classification:</u> * (Indicate schedule below)	
<input type="checkbox"/> Regular Full-time Staff	<input type="checkbox"/> Regular Part-time Staff
<input type="checkbox"/> 10 month employee	<input type="checkbox"/> Occasional

2) <u>Hiring Information:</u>	
Department:	
Position Title:	
Annual Salary/ Hourly Rate \$	Band:
Anticipated Start Date:	
Employee Being Replaced:	
Hiring Manager:	Extension:

3) <u>Attach current job description.</u>	
*Work Schedule: Days -	Hours –

4) <u>POSITION/BUDGET INFORMATION</u>		
Budget Department Name	Account Number	Object Code

5) <u>Departmental Information:</u>	
Requested By:	Date:
Dean/Executive Director’s Signature:	Date:

6) <u>Authorization Signatures:</u>	
Sr. Vice President Approval:	Date:
Financial Affairs Review:	Date:
Human Resources Approval:	Date:

DATE RECEIVED IN HUMAN RESOURCES: _____ / _____ / _____