

FROM THE OFFICE OF FINANCE & ADMINISTRATION
PERSONNEL REQUISITION FORM

Date: _____ Position Title: _____

Department: _____

Hiring Manager: _____

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Nonexempt |
| <input type="checkbox"/> Exempt | <input type="checkbox"/> Hourly (How many hours per week _____) |
| <input type="checkbox"/> Salaried | |
| <input type="checkbox"/> Part-time | |

Preferred Start Date: _____

- Job Description attached: (New or updated job descriptions must be attached for all positions.)

REASON FOR RECRUITMENT

- Replacement Position

Name of person being replaced _____

Have the duties of this position changed? ____ Yes ____ No

(If yes, provide details in position information section)

Pay range _____

- Reallocated Position (reallocation of vacant, budgeted position)

Name of current vacant position _____

Recommended pay range _____

- Budgeted New Position (job description attached)

Budgeted pay _____

- Non-budgeted New Position (job description attached)

Recommended pay range _____

Position Information (Provide business case for the position if the position is new)

JOB POSTING

Where would you like this job posted:

- CTS Website and Social Media
 Higher Ed Jobs
 NPO.net
 Other _____

How long do you want Job Posted? _____

Special advertising/recruitment request: _____

APPROVAL

Hiring Manager Approval _____ Date _____

VPF&A Approval _____ Date _____

If position is new:

President Approval _____ Date _____

PLEASE RETURN TO HUMAN RESOURCES ONCE COMPLETED