



DEPARTMENT OF HUMAN RESOURCES

## NOTICE OF POSITION VACANCY – REQUISITION FORM

Revised 04/08

### 1) **Position Classification:** \* (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) **Hiring Information:**

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Annual Salary/ Hourly Rate \$ \_\_\_\_\_

Grade Level: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

Employee Being Replaced: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_

### 3) **Attach current job description.**

\*Work Schedule: Days - \_\_\_\_\_

Hours - \_\_\_\_\_

### 4) **Departmental Information:**

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Department Approval : \_\_\_\_\_

Date: \_\_\_\_\_

Dean Approval: \_\_\_\_\_

Date: \_\_\_\_\_

### 5) **Authorization Signatures:**

_____	_____
Vice President or Provost Approval	Date
_____	_____
Human Resources Approval	Date

DATE RECEIVED IN HUMAN RESOURCES: \_\_\_\_/\_\_\_\_/\_\_\_\_