



Job Requisition Form

Confidential All fields required

Department

Department: _____	Date of Request: _____
Cost Code: _____	To be Filled By: _____
Department Head: _____	Hiring Supervisor: _____
Approval Signature: _____	Approval Signature: _____

Position

Type:	Full-Time	Part Time	Hire Reason:	New	Replacing
Category:	Exempt	Non-Exempt	Replacing (name):	_____	
Posting:	Internal	Internal & External	Reason:	_____	
Title:	_____		Salary Range:	_____	
Position Description:	_____				
Duties:	_____				
Requirements (ie. Research funds, other funding):	_____				
Technology & Equipment (ie. furniture, phone):	_____				
Additional Requirements:	_____				
Frequent Travel	Evening/Weekend Hours	Valid Drivers License			
Heavy Lifting (Capable of at least ____ lbs)		Long Periods Walking/Standing			

Approval

Exec. Vice President Signature: _____	Date: _____
EVP/CFO Signature: _____	Date: _____
President Signature: _____	Date: _____