## **Human Resources: Employee Recruitment Requisition Form**

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| --- | --- | --- | --- | --- | --- | --- |
| **Requestor Details** | | | | | | |
| Requestor Name | RequestorName | | | Date | | Requisition\_Date |
| Job Title | Jobtitle | | | | | |
| Department / Project | Program | | | | | |
| Email address | Email | | | Telephone Number | | Phone |
| **Details of the Recruitment** | | | | | | |
| Contract Type \* | Type\_of\_Contract\_Required | | | | | |
| Recruitment Type | Requisition\_Type | | | | | |
| Reason for Recruitment | Reason\_For\_Request | | Duty Station | | | Global\_Dimension\_1\_Code |
| Position Title to be recruited | Job\_Description | | Number of Positions | | | Vacant\_Positions |
| Project Recruiting | dim2name | | Project Code | | | Global\_Dimension\_2\_Code |
| Position’s Budgeted Amount | Budgeted\_Amount | | Estimated Monthly Salary | | | Monthly\_Salary |
| Proposed Date of Advert | Date\_Advertised | | Closing Date of Advert | | | Closing\_Date |
| Proposed Date of candidate reporting | Reporting\_Date | | | | | |
| Priority | Priority | | | | | |
| Proposed advert attached (attach JD) | JD\_Attached | | | | | |
| Prospective line manager | Line\_Manager | | | | | |
| **Approvals** | | | | | | |
|  | **Name** | **Signature** | | | **Date** | |
| Line Manager | Approver1Name |  | | | Approver1Date | |
| SMT Lead | Approver2Name |  | | | Approver2Date | |