**JOB REQUISITION FORM**

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| **Position Title** | **Department** | **Supervisor** | |
| **Salary/Hourly Rate** | **Schedule (Hours of Work)** | **Location/Environment** | |
| **Type of Position**   Full-Time   Part-time   Agency Temporary | **Position eligible for:**   Shift Differential   Overtime   Bonus | **Budgeted?**  Yes  No | |
| **Replacement for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Termination Date \_\_\_\_\_\_\_\_\_\_**  **New Position** | | **If new, explain reason for new position:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **POSITION OVERVIEW** (Attach job description if available.) | | | |
| 1. **POSITION PURPOSE:** Briefly state the primary objective of this position. | | | |
| 1. **ESSENTIAL DUTIES:**  Briefly state the primary functions and responsibilities of this position. | | | |
| 1. **MINIMUM REQUIRMENTS:** List the minimal knowledge, skills, and training (clerical, managerial, etc.) needed to perform this job. | | | |
| 1. **PHYSICAL REQUIREMENTS:** List the minimum physical requirements or manual labor requirements for this job (e.g., lifting heavy boxes, etc) | | | |
| **APPROVALS** | | | **FOR HUMAN RESOURCES**  **USE ONLY** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director/Department Head Date  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Director, Human Resources Date    **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Member of Executive Team Date | | | Posting date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Advertising date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Requisition number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Acceptance date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  New employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Advertising Source\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |