

Personnel Requisition

Position to be filled: _____

Date Open: _____ Department: _____

Full-time Part-time 1st Shift 2nd Shift 3rd Shift

Temporary Addition Replacement, who? _____

If this is a replacement, simply complete the salary range information and sign.

Hours: _____ Days: _____

Salary Range: \$ _____ to \$ _____ per _____ (base pay)

Please provide a brief summary supporting the necessity for this requisition:

What are the specific qualifications required for this position?

Job Description: Current Needs to be written Needs to be updated

NOTE: A current Job Description is required before placing the ad. Work with HR to complete.

Authorized by: _____ (Hiring Manager) _____ (Date)

_____ (Vice President) _____ (Date)

This form must be authorized by VP before forwarding to Human Resources
