

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**

Authorized by: _____
(Hiring Manager) (Date)

(Vice President)

(Date)

Personnel Requisition must be authorized before forwarding to Human Resources

HR ONLY:		Ads Placed	
<input type="checkbox"/> Intranet	<input type="checkbox"/> Indeed	<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Other _____
<input type="checkbox"/> Internet	<input type="checkbox"/> PIMW		