



Hiring / New Position Authorization

Replaces Personnel Requisition Form

Position Title: _____

Department: _____

Reports to (Hiring Supervisor): _____

Position Type: Regular Temporary (from: _____ to: _____)

Status: Full-time (40hrs 32hrs) Part-time (hrs: _____) Other: _____

Type of Position: (Choose One)

<input type="radio"/> Existing Position <input type="radio"/> Reviewed & Updated Job Description _____(initial)	<input type="radio"/> New Position <input type="radio"/> Job Description Attached <i>(Please complete ¶ section below.)</i>
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Reason for Position: (Choose One)

<input type="radio"/> Replacement For Who: _____ <input type="radio"/> Resignation <input type="radio"/> Transfer/Promotion <input type="radio"/> LOA / Sabbatical <input type="radio"/> Termination	<input type="radio"/> Add to Headcount/ Change EE Status # of Positions: _____ <i>(Please complete ¶ section below.)</i>	<input type="radio"/> Promotion/ Organizational Change
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¶ **Please describe necessity of new position or addition to head count:**

Pay Range:

Proposed Pay Range: _____ **Per:** Hour Annum

Budget Account #: _____ **Anticipated Start Date:** _____

Approved Adjust to: _____ **Mgmt Initials:** _____

Approvals:

Supervisor/Dean/Mgr: _____ Date: _____

Human Resources: _____ Date: _____

Financial Services: _____ Date: _____

CFO/COO: _____ Date: _____

~HR USE ONLY~

Job # _____

Date Filled: _____ Candidate Hired: _____