

Job requisition

VP division: _____ Dept./Office: _____
Position: _____ Date to be filled: _____
Position type: _____ Replacement _____ New Name of person leaving: _____
Does budget support funding of this position: _____ No _____ Yes, budget #: _____
Market salary range: _____ Funding source: _____
Conditions: _____ Full-time (40hrs./ 12 mos.) _____ Regular
_____ ¾- Time (30+ hrs/12 mos.) _____ Temporary: _____
_____ Part-Time (20hrs./12 mos.) _____ Job share (2 positions – 20 hours/week)
_____ Full-Time (40hrs./10 mos.)
Days of work: _____ Hours of work: _____
Require: _____ Pre-employment physical Required: background check
_____ Motor vehicle request Non-exempt support staff also require Skills
Advertise: _____ Internal only (5 business days) Proficiency Assessment per job description
_____ Internal and external as follows (enter length or closing date): _____
_____ SA Express-News / Monster Other sites: _____
Interviewer(s): _____ Submitted by: _____
Person receiving applications: _____

Please attach Job Rationale Approval and Job Description.

HR use only

HR director review: _____ Competition number: _____
Payroll/budget account: _____ Date received: _____
Annual salary/range: _____ Opened: _____
Salary data used: _____ Closed: _____
Candidate selected: _____
Hire date: _____

Job rationale approval

Position: _____ VP division: _____

Recommended by VP: _____ Recommended date: _____

Finance review: _____ Finance review date: _____

HR review: _____ HR review date: _____

Approved by President: _____ Approval date: _____

Job rationale narrative

Provide an explanation of why the position needs to be filled. If the position is new or has been vacant, how were the duties being managed? Can these duties be performed by existing staff? What are the consequences of leaving the job unfilled?

Is there an alternative to a full-time position? Do the duties require work effort 8 hours per day, 5 days per week, or can the work be done in 30 hours or less? Is there work every day, or can the work be done in fewer than 5 days? Do the duties exist in the summer? Can the position be staffed fall and spring only?

