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: N	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 (er	nter length or closing date):	
SA Express-News / Monster	Other sites:	
Interviewer(s):	Submitted by:	
Person receiving applications:	-	
Please attach Job Rationale Approval and Job Descrip	tion.	
HR use only HR director review:	_ Competition number:	
Payroll/budget account:		
Annual salary/range:		
Salary data used:		
Candidate selected:	_	
HILL GOLD!		

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?

Office space assessment

Department:	Supervisor:	
Position:	Date completed:	
In an effort to facilitate a smooth transition for the new office space and computer equipment. Please complete	•	proactive in securing
New hire requires designated office space	Location:	
There is existing furniture in the office	Condition of furniture: _	
There is an existing computer and monitor	Age of equipment:	Less than 1 year
		1-5 years
		5+ years
		Unknown
The office has a phone set up	Extension number:	
The office has sufficient data ports	The office has sufficient electrical outlets	

Additional information

After returning this form to Human Resources, please complete a purchase order form via Gateway under Key Applications on the homepage by selecting Technology Purchasing Center in order to receive a consultation, if needed.

All purchases, such as computers, desks, adjustable chairs, etc., must be approved by your department head or chair, because all orders must be purchased by your department.

Note: please allow up to two weeks for delivery of any computer equipment that must be ordered. Office furniture can take six to eight weeks for delivery.