



Job Requisition Form

All Fields Required

Department

Department: _____ Date of Request: _____

Hiring Supervisor/Manager(s): _____

Position

Type: Full Time Part Time Seasonal Other: _____

Hire Reason: New Position Replacement _____

(name of employee(s) being replaced)

Job Title (written as approved in the budget): _____

Anticipated Start Date: _____

Job Posting

Posting: Internal Only External

How long do you want the job posted: 1 week 2 weeks Continuous Other: _____

Do you want HR to screen the applications before sending them to the hiring Manager: Yes No

Who should the applications be sent to for review:

1. _____ 3. _____

2. _____ 4. _____

Interview

Time allotted for each interview: 20 mins 25 mins 30 mins Other: _____

Scheduled Break (Lunch): Yes No If Yes, how long: 30 mins 45 mins 1 hour Other: _____

Who will be on the interview panel:

1. _____ 3. _____

2. _____ 4. _____

Suggested Dates and Times for Interviews: _____

Comments:

Supervisors: Please email this form to the assigned HR Manager for your department.