

Job Requisition Form

(Positions will be posted within 4-8 business days)

Position Title: _____ (Attach completed job description)		Auxiliary: _____	
Projected Start Date: _____		Department: _____	
<u>Pay Status</u>	<u>Classification (check one):</u>	Account #: _____	
Salaried: ☐	Full-Time: ☐ (30+ hours/wk)	Account # (unit/name) responsible for ad costs: _____	
Hourly: ☐	Part-Time: ☐ _____%	Account # responsible for background check costs: _____	
Requestor's Name: _____		Requestor's Phone Number: _____	
Requestor's Title: _____		Request Date: _____	

Reason for Requisition:

☐ New Position	☐ Budgeted ☐ Not Budgeted (Attach Business Justification)	Monthly or Hourly Range: _____
☐ Replacement Position	Name of former employee: _____ Last day worked: _____ Last Salary: \$ _____	

Justification Section:

Please indicate reasons/justification for requisition (attach additional documentation if necessary):

Approval Section:

Requestor's Signature	Date	TAP Human Resources	Date
Project Director	Date	Post-Award Analyst	Date
Dean (Faculty/FT Grants Employee) Approval	Date	Executive Director or Designee	Date

Compensation/HR Section (HR Office Use Only):

New Hire's Name:	_____	Hire Date:	_____
Monthly or Hourly			
Pay Rate:	\$ _____	Recruitment Source:	_____
Exempt			
Non-Exempt			