

# Job Opening Requisition

Hiring Manager Name: \_\_\_\_\_

## Step 1: Hiring Manager to complete basic Job Information

Requisition Type		Employment Type	Location	
New Job	Promotion	Full-Time	Chicago	Remote
Adjusted Job	Job Evaluation	Part-Time Professional	Spokane	Hybrid
Continuing Job		Student	Plymouth	Notes for Hybrid:

### Job Information

Current Title	Hours Per Week
Incumbent Name	Department Name
Departure/Transfer Date	Cost Center
Position Number	Job Start Date

## Step 2: For a new or adjusted job:

HR Validation \_\_\_\_\_

1. State budgeted salary.
2. Indicate proposed changes to adjusted job.
3. Submit Requisition and Job Description to HR/Compensation for validation.

### Budgeted Salary

Annual (FT): \_\_\_\_\_

Hourly (PT): \_\_\_\_\_

### Adjustments:

Title	New:
Cost Center	New:
Manager	New:
Job Description	Attached to Email

## Step 3: Secure signatures from Approvers

- Full-Time Jobs require signatures from Hiring Manager's supervisor, VP, HR VP (continuing, adjusted) and Executive Team (New).
- Part-Time Jobs require signatures from Hiring Manager's supervisor, VP, and Controller.

Hiring Manager's Supervisor

Vice President	Printed Name	Signature	Date
Exec Team/HR VP (FT)	Printed Name	Signature	Date
Controller (PT)	Printed Name	Signature	Date

## Step 4: Submit to Human Resources

HR Approval:

Printed Name                      Signature                      Date

**HR Only:** FLSA \_\_\_\_\_ Mgr Lvl \_\_\_\_\_ Plan/Grade \_\_\_\_\_ / \_\_\_\_\_ Hiring Range \_\_\_\_\_  
 Position # \_\_\_\_\_ UKG Title \_\_\_\_\_ Workers Comp Code \_\_\_\_\_ Family \_\_\_\_\_