

Job Opening Requisition

Hiring Manager Name: _____

Step 1: Hiring Manager to complete basic Job Information

Requisition Type

New Job

Promotion

Adjusted Job

Job Evaluation

Continuing Job

Employment Type

Full-Time

Part-Time Professional

Student

Location

Chicago

Spokane

Plymouth

Remote

Hybrid

Other

Job Information

Current Title

Incumbent Name

Departure/Transfer Date

Position Number

Hours Per Week

Department Name

Cost Center

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

Cost Center

Manager

Job Description

New:

New:

New:

Attached to Email

Step 3: Secure signatures from Approvers

- Full-Time Jobs require signatures from Hiring Manager's supervisor, VP, VP of HR (continuing, adjusted) and Executive VP (New)
- Part-Time Jobs require signatures from Hiring Manager's supervisor, VP, Manager of Staffing (continuing, adjusted) and FP&A Director (New)

Hiring Manager's Supervisor

Printed Name

Signature

Date

Vice President

Printed Name

Signature

Date

Exec Team/HR VP (FT)

Printed Name

Signature

Date

FP&A Director (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 _____