

Job Opening Requisition

Hiring Manager Name: _____

Step 1: Hiring Manager to complete basic Job Information

Requisition Type

New Job	Promotion
Adjusted Job	Transfer
Continuing Job	Job Evaluation

Employment Type

Full-Time
Part-Time
Student

Job Information

Current Title	Hours Per Week
Incumbent Name	Department Name
Departure/Transfer Date	Budget Unit
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:
Budget Unit	New:
Direct Report	New:
Job Description	New:

Step 3: Secure signatures from Approvers

- Full-Time Jobs require signatures from Hiring Manager's supervisor, VP and Executive Team.
- Part-Time Jobs require signatures from Hiring Manager's supervisor, VP and Controller.

Hiring Manager's Supervisor

	Printed Name	Signature	Date
Vice President	Printed Name	Signature	Date
Executive Team (FT)	Printed Name	Signature	Date
Controller (PT)	Printed Name	Signature	Date

Step 4: Submit to Human Resources

HR Approval:

Printed Name	Signature	Date
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HR Only: FLSA _____ Mgr Lvl _____ Plan/Grade _____ / _____ Workers Comp Code _____
Func/Sub _____ / _____ Family _____ Position # _____