Job Opening Requisition

Hiring Manager Name: _____

Step 1: Hiring Manager to complete basic Job Information.

Requisition Type		Employment Type
New Job	Promotion	Full-Time
Adjusted Job	Transfer	Part-Time
Continuing Job	Job Evaluation	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: Full Time _____   Part-Time _____

Step 3: Secure signatures from Approvers.

• Continuing/Adjusted FT jobs require signatures from Hiring Manager's Supervisor, VP, and Human Resources VP.

• New 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

Exec. Team/HR VP (FT)

Printed Name	Signature	Date

Controller (PT)

Printed Name	Signature	Date

HR Only: FLSA_____ Mgr Lvl_____ Plan/Grade_____/_____ Workers Comp Code_____
Func/Sub_____/_____ Family_____ Position # _____