

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	Other
Adjusted Job	Transfer	Part-Time	Spokane	
Continuing Job	Job Evaluation	Student	Plymouth	

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 (new) or HR VP (continuing, adjusted).
- 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

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 # _____