

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

Location

Chicago

Other

Spokane

Plymouth

Job Information

Current Title

Incumbent Name

Departure/Transfer Date

Position Number

Hours Per Week

Department Name

Budget Unit

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

Budget Unit

Direct Report

Job Description

New:

New:

New:

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

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