



Human Resources Requisition

1. Job title _____
2. Department _____
3. Permanent Temporary If temporary, how long? _____
4. Replacement for (name) _____ New position
 Date needed: _____ Date Applications Due: _____ Salary/Salary Range: _____
5. Brief outline of major duties: _____

6. Minimum education requirements: _____

7. Minimum experience requirements: _____

8. Minimum skill requirements: _____

9. Desired additional education, experience, and skills: _____
10. Who will supervise this employee? _____
11. Who will this employee supervise? _____

Requested by	Date	Approved (Senior Administrator)	Date
Approved (Dean/Director)	Date	Approved (President)	Date

- **Please include a proposed list of Search Committee members and chair, draft job advertisement, and list of possible advertising vendors.**
- Classified positions should conform to the minimum requirements listed in the Office of Human Resources position job description.
- In certain instances, job related education and/or experience may be substituted for all or part of the minimum requirements upon approval of the president.