



**Woods Hole Oceanographic Institution
Human Resources Office**

Employee Position Requisition

Dept/Group	Originator	Date	
WHOI Position Title		Funding	
Date Required	Regular		
Application Deadline (if applicable)	Temporary	From To	
	# of Hours/Week		
Reason for Requisition (If replacement, name of employee being replaced)	Advertising (if desired)		
	List <i>preferred</i> sources		
Specific Duties to be performed			
Education Required			
Previous Experience Desired			
Special Qualifications (if any)	Security Clearance Required?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Sea Duty Required?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Human Resources Use Only		Approval Signatures	
Benchmark: _____		1st Approval:	
_____	_____	_____	
Announcement Number	Box Number	Department Chair/Admin. Manager	Date
-----		Final Approval:	
_____	_____	_____	
Employment Services Manager /EEO Officer	Date	VP/President & Director	Date
Date Closed:	Filled By:		