



Woods Hole Oceanographic Institution Human Resources Department

Position Requisition Form

Department Name: _____

Today's Date: _____

Position Title: _____

of Openings: _____

Hiring Manager: _____

Grant System Access to: _____

Reason for Requisition:

- ☐ New – Justification: _____
- ☐ Replacement for: _____

External Advertisements *(include URL for online ads):*

Funding Source(s): Check and provide Project #s, if applicable

- ☐ Department Funding: _____
- ☐ OOI
- ☐ Funded Grants: _____

Position Information for Job Posting:

- ☐ Expected Salary _____
- ☐ Regular **OR**
- ☐ Temporary - Dates: _____ to _____
- ☐ Full-Time
- ☐ $\frac{3}{4}$ Time (≥ 30 hours/wk)
- ☐ $\frac{1}{2}$ Time (≥ 20 hours/wk)
- ☐ Casual (> 3 months, < 20 hrs/week)
- ☐ Casual (< 3 months)

Specific Duties To Be Performed: _____

Education Desired: _____

Previous Experience Desired: _____

Special Requirements:

- ☐ Security Clearance Required

- ☐ TWIC Required
☐ Sea Duty Required
☐ CDL License Required
☐ Position Drives WHOI Vehicles

PHYSICAL ATTRIBUTES (complete attached)

1. Please check any activities listed below that are considered “essential functions” which cannot be covered through “reasonable accommodations”:

Lifting: ☐ Yes ☐ Less than 25 lbs. ☐ 25-50 lbs. ☐ More than 50 lbs. ☐ Above shoulder ____ # times/day
 Carrying: ☐ Yes ☐ 0-10 lbs. ☐ 10-25 lbs. ☐ 25-50 lbs. ☐ 50 + lbs. ____ # times/day

2. Physical requirements of position:

- | | | |
|--|--|---|
| ☐ Continuously sedentary | ☐ Kneeling | ☐ Use of hands for basic grasping/manipulation |
| ☐ Mostly sedentary | ☐ Bending | ☐ Use of hands for fine manipulation |
| ☐ Occasional standing/walking | ☐ Stooping | ☐ Pushing |
| ☐ Occasional prolonged standing/walking | ☐ Twisting | ☐ Pulling |
| ☐ Frequent prolonged standing/walking | ☐ Climbing Ladders/Stools | ☐ Reaching (above shoulders) |
| ☐ Prolonged; extensive or considerable standing/walking | | ☐ Reaching (below shoulders) |
| ☐ Repetitive Motion | Explain: Click here to enter text. | |
| ☐ Other | Explain: Click here to enter text. | |

3. Occupational requirements:

- | | | |
|--|----------------------------------|--|
| ☐ Depth Perception | ☐ Hearing | ☐ Work around others |
| ☐ Far vision | ☐ Talking | ☐ Work with others |
| ☐ Near vision | ☐ Travel | ☐ Work alone |
| ☐ Peripheral vision | ☐ Other | Explain: Click here to enter text. |
| ☐ Ability to distinguish basic colors | | |

4. Exposure to the following conditions:

- | | | |
|---|--|--|
| ☐ Excessive cold | ☐ Infectious and contagious diseases | ☐ High location |
| ☐ Excessive heat or humidity | ☐ Hazardous substances or specimens | ☐ Extended periods at sea |
| ☐ Dust or other irritants | ☐ Electrical/mechanical/power equipment hazards | ☐ Severe weather conditions |
| ☐ Grease and oils | ☐ Odorous chemicals or specimens | ☐ Prolonged work hours |
| ☐ Other | Explain: Click here to enter text. | |

APPROVED BY
(MANAGEMENT):

Department Chair/Admin Manager

Date

APPROVED BY
(HUMAN RESOURCES):

Human Resources Signature

Date

For HR Use Only:

Date Filled: _____

Selected Candidate: _____