Print

Human Resources: Position Requisition Form

Complete form and forward to Department Chair or Administrative Manager for approval

When a supervisor finds there is a need to hire a new employee, whether to replace a terminating employee or because of an increase or change in workload, the first step will be to complete a Position Requisition form [pdf | word] and forward it to the Department Chair or Administrative Manager for approval. The purpose of this form is to establish a valid need for the new position, indicate that funding and space are available, and provide a source document for posting the position. A job description, detailing all essential position functions, required education and experience, should be attached. Human Resources is available for assistance.

Related Files

» Position Requisition Form (pdf format)

» Position Requisition Form (word doc)

Position requisition assessed by Human Resources

Upon approval by the Department Chair or Administrative Manager, the Position Requisition will be forwarded to Human Resources to assess that:

- the special duties described are consistent with the position description and grade;
- the education and experience specified are consistent with the position description and level.

Human Resources may recommend a more appropriate title and/or description

If either of the above is significantly different from the current position description and level, Human Resources may recommend a more appropriate description and title be selected from those presently available. Or, if the duties to be performed are not consistent with any current position description, the supervisor, with the assistance of the HR Analyst, will draft a new position description and recommend a level for the approval of the Department Chair or Administrative Manager. Once the new position description and level are approved, a new Position Requisition will be filled out, and the necessary approvals obtained.

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