**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

¾ Time (≥ 30 hours/wk)

½ 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”:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes | Less than 25 lbs. | 25-50 lbs. | More than 50 lbs. | Above shoulder | \_\_\_ # times/day |
| Yes | 0-10 lbs. | 10-25 lbs. | 25-50 lbs. | 50 + lbs. | \_\_\_ # times/day |

Lifting:

Carrying:

1. 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. | | |

1. 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 |

1. 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 |