

PERSONNEL REQUISITION REQUEST

REQUESTING DEPARTMENT:	GRADE:	STEP:
JOB TITLE:	POSITION NUMBER:	
WHO WILL CONDUCT INTERVIEWS:	DATE REQUIRED:	
JOB DESCRIPTION <input type="checkbox"/> ON FILE <input type="checkbox"/> REVISION ATTACHED AND NEEDS TO BE INCORPORATED INTO CURRENT DESCRIPTION (Note that vacancy will not be posted until job description is finalized by HR)		
MINIMUM QUALIFICATIONS (May be taken from the job description):		
DESIRED QUALIFICATIONS		
SPECIAL WORKING CONDITION:		
STAFFING INFORMATION (check all that apply)		
<input type="checkbox"/> ADDITIONAL EMPLOYEE	<input type="checkbox"/> REGULAR FULL-TIME EMPLOYEE	
<input type="checkbox"/> REPLACEMENT OF	<input type="checkbox"/> PART-TIME REGULAR	
	<input type="checkbox"/> TEMPORARY/SEASONAL	
APPROVALS		
REQUISITIONER:	DEPARTMENT HEAD:	
SUPERVISOR (If applicable):	MAYOR (If applicable):	
HUMAN RESOURCE USE ONLY		
H.R. NUMBER:	<input type="checkbox"/> POSTED _____	<input type="checkbox"/> WAIVED
EMPLOYEE'S NAME:		
START DATE:	REPORTS TO:	