

# Job Requisition Form

Complete and sign this form to request a job posting or job funding and forward it to [email@address.com](mailto:email@address.com).

<b>Requested position title</b>	<b>Department name</b>	<b>Start date:</b>
<b>Purpose of the role</b>		
<b>Position duration</b>	<b>Contract type</b>	<b>Requisition reason</b>
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary If so, end date: _____	<input type="checkbox"/> Employee w. full benefits <input type="checkbox"/> Employee w. partial benefits <input type="checkbox"/> Contract worker	<input type="checkbox"/> New role <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input type="checkbox"/> Retired <input type="checkbox"/> Promoted <input type="checkbox"/> Leave without pay <input type="checkbox"/> Maternity/paternity leave
<b>Full-Time Equivalence</b>	<b>Education level</b>	<b>Budget</b>
FTE (between 0 and 1): ____		<input type="checkbox"/> Sufficient budget <input type="checkbox"/> Requires additional budget
<b>Do other positions need to be redefined based on this new position or change? If so, please explain</b>		
<b>Notes</b>		

Hiring Manager Name \_\_\_\_\_

Hiring Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

HR Name \_\_\_\_\_

HR Signature \_\_\_\_\_

Date \_\_\_\_\_