

## Position Requisition Form

Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_

Number of Positions: \_\_\_\_\_

Salary Range: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Replacement Position:  Yes  No Name of employee being replaced: \_\_\_\_\_

New Position:  Yes  No **Please attach job description**

Status:  Temporary Hire.  Regular – Length of time needed: From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Position:  Full Time  Part Time

List any recommended recruiting strategies (i.e. trade/member associations, run ad, or have a candidate in mind):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Approval/Authorization:

\_\_\_\_\_  
Hiring Manager Date

\_\_\_\_\_  
Department Manager Date

\_\_\_\_\_  
Vice President of Operations Date

\_\_\_\_\_  
Chief Financial Officer Date

\_\_\_\_\_  
Human Resources Manager Date

### HR USE ONLY

Date Received: \_\_\_\_\_ Date Position Filled: \_\_\_\_\_ Start Date: \_\_\_\_\_

Candidate Name: \_\_\_\_\_ Candidate Source: \_\_\_\_\_