

Job Requisition Form

Complete and sign this form to request a job posting or job funding and forward it to email@address.com.

Requested position title	Department name	Start date:
Purpose of the role		
Position duration	Contract type	Requisition reason
<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
Full-Time Equivalence	Education level	Budget
FTE (between 0 and 1): ____		<input type="checkbox"/> Sufficient budget <input type="checkbox"/> Requires additional budget
Do other positions need to be redefined based on this new position or change? If so, please explain		
Notes		

Hiring Manager Name

Hiring Manager Signature

Date

HR Name

HR Signature

Date