



EMPLOYEE REQUISITION

JOB TITLE: _____ JOB CLASS CODE: _____

DEPARTMENT / DIVISION: _____

The following is a request for a list of eligible applicants to:

Fill _____ vacant budgeted position(s). _____
#of vacancies Previously held by (employee name and number):

Recruit for _____ anticipated vacancy _____
#of vacancies Anticipated date & reason for vacancy

FUNDING, SALARY, and UNION INFORMATION

GENERAL FUNDS SPECIAL FUNDS CAPITAL FUNDS

Org/Object #: _____ - _____ Position # REQUIRED _____

UNION: _____ BUDGETED RANGE: _____ / STEP: _____

\$ _____ Annualized; or Hourly Rate: _____ Note: _____

JOB DESCRIPTION INFORMATION

Is there a current approved job description? YES (Attach current JD)
 NO (Attach draft of proposed JD)
Are there modifications to existing job description that should be made? YES (Attach detail) NO
New job descriptions and any modifications will require Union & CSB approvals. Please forward these to HR first.

APPOINTMENT TYPE

FULL-TIME PROMOTIONAL OTHER _____
 PART-TIME SEASONAL

ELIGIBILITY LIST

Is there an existing eligibility list?
 YES (list #): _____ NO
 UNKNOWN

WORK & POSTING DETAIL

Physical Location of Work: _____ Hrs/Wk _____ Start Time: _____

Reports to: _____ Days Worked _____ End Time: _____

If **SPECIAL FUNDS**, provide length of grant term and/or grant expiration: _____

Is this position eligible for *consideration* under the Telework/Remote Work Policy (after the probationary period)? YES NO

Applicants: INTERNAL & EXTERNAL INTERNAL ONLY INTERNAL CANDIDATES UNDER CONSIDERATION

Posting period: 10 Business Days 10 + Days: _____ < 10 Days: _____

Notes, including special advertising instructions: _____

OPMG REVIEW & APPROVAL:

Printed Name Signature Date

REQUESTED BY:

Printed Name Signature Date

INSTRUCTIONS: Complete all areas of this form and submit to the Office of Policy, Management, & Grants for their review & approval. Upon their approval, it will be forwarded to the Department of Human Resources for next steps.

FAILURE TO PROVIDE ALL REQUESTED INFORMATION WILL RESULT IN THE DELAY OF PROCESSING YOUR REQUEST