



# Job Requisition Form #1

Mar 1, 2016

Date \_\_\_\_\_

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

Department \_\_\_\_\_

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

Full-time  Part-time

Exempt  Nonexempt

Salaried  Hourly

Preferred Start Date: \_\_\_\_\_

## Reason for Recruitment

*(New or updated job descriptions must be attached for all positions.)*

### Replacement Position

Name of person being replaced \_\_\_\_\_

Have the duties of this position changed?  Yes  No

*(If yes, provide details in position information section.)*

Pay grade/range \_\_\_\_\_

### Reallocated Position *(reallocation of vacant, budgeted position within department)*

Name of current vacant position \_\_\_\_\_

Current pay grade/range \_\_\_\_\_

Recommended pay grade/range \_\_\_\_\_

### Budgeted New Position *(job description attached)*

Budgeted pay grade/range \_\_\_\_\_

### Nonbudgeted New Position *(job description attached)*

Recommended pay grade/range \_\_\_\_\_

**Position Information/Justification**

*(Indicate what changes were made to job description or provider justification for new position.)*

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

*Special advertising/recruitment request:* \_\_\_\_\_

\_\_\_\_\_

**Hiring Manager Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Head Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**VP Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**HR Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please return to Human Resources once completed*

\_\_\_\_\_

**Approval to Job Offer**

**This section to be completed by HR only**

**Name of Candidate** \_\_\_\_\_

**Proposed Wage** \_\_\_\_\_ **Proposed Start Date** \_\_\_\_\_

**Reason for Hire** \_\_\_\_\_

\_\_\_\_\_

**Approved** \_\_\_\_\_

**HR Director**

**Date**

**Express Requests**

The HR Knowledge Center has gathered resources on current topics in HR management. Click here ([www.shrm.orghttp://apps.shrm.org/HRResources/ExpressRequests.aspx?type=6](http://www.shrm.orghttp://apps.shrm.org/HRResources/ExpressRequests.aspx?type=6)) to view and request information.

WORKFORCE PLANNING | JOB ANALYSIS | JOB DESCRIPTIONS

Contact Us ([www.shrm.org/about-shrm/Pages/Contact-Us.aspx](http://www.shrm.org/about-shrm/Pages/Contact-Us.aspx)) | 800.283.SHRM (7476)

© 2017 SHRM. All Rights Reserved

SHRM provides content as a service to its readers and members. It does not offer legal advice, and cannot guarantee the accuracy or suitability of its content for a particular purpose.

[Disclaimer \(www.shrm.org/about-shrm/Pages/Terms-of-Use.aspx#Disclaimer\)](http://www.shrm.org/about-shrm/Pages/Terms-of-Use.aspx#Disclaimer)