



# Job Requisition Form #2

Mar 1, 2016

**Job Title:** \_\_\_\_\_

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

**Supervisor:** \_\_\_\_\_

**Reason:**

New position     Replacement

**Replacement for:** \_\_\_\_\_

**Current Salary:** \_\_\_\_\_

**Rationale:**

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

**Recommended Salary Range:** \_\_\_\_\_

Weekly             Hourly

Regular             Temporary

Full time             Part time

Day    Swing    Grave    Differential

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

**Work Schedule** from: \_\_\_\_\_ to \_\_\_\_\_

**Qualifications:**

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

**Requirements:**

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

1st Level Approval: \_\_\_\_\_ Date: \_\_\_\_\_

2nd Level Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR HR USE ONLY**

Position Filled by: \_\_\_\_\_ Date Filled: \_\_\_\_\_

Start Date: \_\_\_\_\_ Wage: \_\_\_\_\_ hourly/weekly

Recruitment Source(s): \_\_\_\_\_

**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.org/apps.shrm.org/HRResources/ExpressRequests.aspx?type=6)) to view and request information.

---

WORKFORCE PLANNING

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))