

PERSONNEL REQUISITION

INSTRUCTIONS/HIRING SCHOOL INFORMATION

This form is used to initiate the recruitment process for all new and existing staff and administrative/professional positions. Please complete all applicable sections of this form. Contact the Office of Human Resources if you need any assistance. **NO OFFERS shall be made, either verbally or in written form, before all approvals on this form are completed.**

POSITION INFORMATION

Name of Person Completing this Form _____ Today's Date _____

School _____ Position Title _____ Grade Level _____

Full-Time Part-time Other _____ Temporary/Length of Assignment _____

Daily Schedule/Hours _____ Name of Person who will Interview _____ Anticipated Start Date _____

Contact Information of Hiring Manager (if different from above) _____

Position Status:

New Position New Position Authorized by: _____

Replacement Replacement for: _____

Reason for Termination: _____

Last Day Worked: _____ Transferred to (if applicable) _____

Remaining Vacation Time Due: _____ Days: _____ Hours

Current Job Description on file in Human Resources

Working Job Description Attached

BUDGET INFORMATION/APPROVAL

Proposed Annual Salary \$ _____ + Fringe Benefits (*calculate at 25% for full-time or 11.96% for part-time*) \$ _____ = Total \$ _____

After you have completed this form, please obtain the following authorizing signatures, as appropriate, before forwarding it to the Office of Human Resources. Please allow two to three working days after the Personnel Requisition is received by HR for a position to be announced.

Lead Administrator: _____ Date: _____

School Operations Manager: _____ Date: _____

HR: _____ Date: _____

Senior Accountant: _____ Date: _____

INFORMATION ABOUT THIS FORM

Initiating a Search/Approval Process

The Personnel Requisition is the document which authorizes and initiates an employment search, and is required for all position searches. It is completed by the Lead Administrator or the assigned staff personnel of the employing school, approved by the Operations Manager, and forwarded to the Operations Director for approval. Upon authorization from the Operations Director, the requisition is then forwarded to Accounting. No supervisor shall create a position or make an offer of employment without prior Operations Director approval. This applies to full-time and part-time personnel.

FOR OFFICE OF HUMAN RESOURCES USE ONLY

Date Requisition Received _____

Date Position Posted: _____

Advertising Sources: _____

New Hire: _____ Start Date: _____

Search Comments:
