



REQUISITION NUMBER: \_\_\_\_\_

PLEASE PRINT- COMPLETE SECTION 1 and 2 ONLY

TODAY'S DATE: \_\_\_\_\_

SECTION 1: VACANT POSITION INFORMATION

Position: Attach current job description					Department or Location			
Status: Check One	<input type="checkbox"/> FT	<input type="checkbox"/> PT	<input type="checkbox"/> PD	<input type="checkbox"/> QJ	<input type="checkbox"/> PP	<input type="checkbox"/> TP	<input type="checkbox"/> Summer	<input type="checkbox"/> Other
Work Schedule:					Shift/Hours			
Salary: Check ALL that Apply	<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Union	<input type="checkbox"/> Union	<input type="checkbox"/> Other	
Salary Range:	<input type="checkbox"/> Per Union Contract			Reason for vacancy:				

SECTION 2: SIGNATURES/APPROVALS

<input type="checkbox"/> Hiring Manager Signature/Date _____	<input type="checkbox"/> HR Generalist: Initials/Date _____
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FOR HUMAN RESOURCES USE ONLY

SECTION 3: POSITION POSTING INFORMATION

Posting Period: From:			To:		
Position Advertised:	Yes	No	Advertised in:	Date:	

SECTION 4: APPLICANTS INTERVIEWED

Name	Date	Comments	Name	Date	Comments

SECTION 5: CANDIDATE SELECTION INFORMATION

Candidate Selected:	Notified:	Start Date:
<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer	From:
<input type="checkbox"/> Rehire		
Salary:		
Salary Range: Min:	Mid:	Max:

SECTION 6: COMMENTS

ONE WEEK PRIOR TO START DATE: \_\_\_\_\_ DATE DEPARTMENT MANAGER CONTACTED NEW EMPLOYEE: \_\_\_\_\_

SECTION 7: COMPLETION

<input type="checkbox"/> HR Generalist: Initials/Date _____	<input type="checkbox"/> HR Director: Initials/Date _____
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