**POSITION REQUEST FORM**

|  |  |
| --- | --- |
| **Position Title:** | **Department:** |
|  |  |
| **Reports To:** | **Exempt** | **Non-Exempt** | **Temporary** | **Part-time** |
|  |  |  |  |  |
| **Pay Scale:** | **Location:** | **Date Needed:** |
|  |
| **Position Summary:** |
|  |
|  |
|  |
| **Essential Job Functions** |
| **1.** |  | **%** |
|  |  |  |
| **2.** |  | **%** |
|  |  |  |
| **3.** |  | **%** |
|  |  |  |
| **Minimum Requirements** |
|  |
| **Education:** |
|  |
| **Experience:** |
|  |
| **Skills & Knowledge:** |
|  |
|  |
| **Requested By:** | **Date:** |
|  |  |
| HUMAN RESOURCES DEPARTMENT USE ONLY |
| ¨ Existing Position | ¨ New Position | Is a specific candidate in mind: ¨Yes ¨No |
|  |
| If a specific candidate is in mind: ¨ An existing employee ¨ A new hire |
| Name of candidate: |
|  |
| Request for new position: | By: |
| ¨ Approved ¨ Denied | Date: |
|  |
| Reason for approval/denial: |
|  |
| Candidate above approved by: | Date: |
|  |
| ¨POST INTERNAL NOTICE OF JOB OPENING ¨ POST CLASSIFIED AD ¨ NO POSTING |
| POSITION OPENING DATE: POSITION CLOSING DATE: |