**POSITION REQUEST FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Title:** | | | **Department:** | | | | | | | |
|  | | |  | | | | | | | |
| **Reports To:** | | | **Exempt** | | **Non-Exempt** | | | **Temporary** | | **Part-time** |
|  | | |  | |  | | |  | |  |
| **Pay Scale:** | | | **Location:** | | | | | **Date Needed:** | | |
|  | | | | | | | | | | |
| **Position Summary:** | | | | | | | | | | |
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|  | | | | | | | | | | |
|  | | | | | | | | | | |
| **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: | | | | | | | | | | |