

PERSONNEL REQUISITION
(Staff Only)

TO: Human Resources Office

FROM: _____

DATE: _____

DESCRIPTION OF NEED

Job Title	Full-time or Part-time	Regular or Temporary	Salary request
1. Date employee needed: _____			
2. If part time, specify total hours scheduled per week: _____			
3. If temporary, anticipated ending date: _____			
4. Work location: _____			
5. Interview location (building, room number and telephone extension): _____			
6. Account number: _____			
7. New position, OR name of employee replaced: _____			
8. Newspapers or publication to be advertised: _____ Account Number for newspaper charges: _____			

TO BE COMPLETED BY HUMAN RESOURCES

Job #	_____	_____	_____	_____
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Approved by: _____ Date: _____
(Department Head)

Approved by: _____ Date: _____
(A.V.P./ Dean)

Approved by: _____ Date: _____
(V.P. Finance and Administration)