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| **Personnel Requisition****Tracking Number:** **Short Description:**  |
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| **Requisition Information**  |
| Application Date : |       | Status : |  |
| Position Title :\* |       |  |  |
| Max Salary : |       | Position Required Date (DD-MM-YYYY) :\* |       |
| Department Number :\* |       | Executive : |       |  |  |
| Work Location (City, State) : |       |  |  |  |  |
| Hiring Manager : |       |  |  |
| Hiring Manager Phone Number : |       | Hiring Manager Fax Number  |       |  |  |
| Hiring Manager Email Address : |       |  |  |  |  |
| Is there an approved/existing job description? : |  | Is this a job for which a job description does not exist? : |  |  |  |
| Addition to Head Count? : |  | Replacement : |  |  |  |
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| Who is REQ Replacing? :\* |       |
| Termination Date (DD-MM-YYYY) :\* |       |

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| Budget : |  |  |  |  |  |
| Position Type  | [ ] Regular   [ ] Temporary   [ ] Variable WorkForce    |  |  |
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| **Temporary** : |
| Type of Temporary :\* |  |  |
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| Agency Name :\* |       | Contractor Name :\* |       |
| Contractor Phone Number :\* |       | Contractor Email Address :\* |       |

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| Maximum Bill rate per hour :\* |       | Overtime Required : |  |
| # of hours over time required per week : |       | What is duration of assignment : |       |
| Reason For Temporary Need :\* |       |  |

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| **Variable workforce** : |
| The Variable workforce is engaged to supply on demand service on per call,piece of work or Hourly basis : |
| Variable workforce Rate :\* |       |  |  |
| Rate Type  | [ ] Per Call   [ ] Per Piece   [ ] Per Hour    |  |  |
| What is duration of assignment : |       |  |  |  |  |
| Reason for Variable workforce need :\* |       |  |  |  |

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| **Position Requirement**  |
| Work schedule (Weekends, Hours per week, On-call, Overtime; please specify) :\* |       | Full time or Part time :\* |  |
| Education Requirements :\* |       | Experience Requirement :\* |       |
| Supervisory Responsibilities : |  |
| Special Requirements (i.e. Security Clearance) : |       | Travel Requirements : |       |
| Distance : |       | Frequency : |  |
| Essential Position Requirements :\* |       |  |  |

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| **Justification For Hiring**  |
| Reason : |       |

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