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| **Personnel Requisition**  **Tracking Number:**  **Short Description:** |
| |  |  | | --- | --- | | **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 : |  |  |  | | |  |  | | --- | --- | | Who is REQ Replacing? :\* |  | | Termination Date (DD-MM-YYYY) :\* |  | | | | |  |  | | Budget : |  |  |  |  |  | | Position Type | Regular   Temporary   Variable WorkForce | | |  |  | | |  |  |  | | --- | --- | --- | | **Temporary** : | | | | Type of Temporary :\* |  |  | | |  |  |  |  | | --- | --- | --- | --- | | Agency Name :\* |  | Contractor Name :\* |  | | Contractor Phone Number :\* |  | Contractor Email Address :\* |  | | | | | | Maximum Bill rate per hour :\* |  | Overtime Required : |  | | # of hours over time required per week : |  | What is duration of assignment : |  | | Reason For Temporary Need :\* |  | |  | | | | |  |  | | |  |  |  |  | | --- | --- | --- | --- | | **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 :\* |  | |  |  |  | | | | |  |  | |
| |  |  |  |  | | --- | --- | --- | --- | | **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 :\* |  |  |  | |
| |  |  | | --- | --- | | **Justification For Hiring** | | | Reason : |  | | |
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