

**Employee Requisition Form**

**Part I**

Open positions are not automatically approved and must be reviewed by the administration before the position can be posted. This form will assist the hiring manager in explaining why it is necessary to fill the position. To post a job opening, the hiring manager must (1) complete this form (2) attach an updated job description and organizational chart (3) obtain the necessary signatures (4) return the completed form, job description, and organizational chart to the Human Resources Office.

Date of Request \_\_\_\_\_ Date New Hire Needed \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

Hiring Manager: \_\_\_\_\_ Hiring Manager Phone Number: \_\_\_\_\_

Number of Months to be Worked per Year 12 11 10 9 Other: \_\_\_\_\_

Number of Hours to be Worked per Week 40 30 20 Other: \_\_\_\_\_

GL Account Number for position: \_\_\_\_\_

What will be the position's normal work schedule (days of week, shift, starting time, ending time, etc.)?

\_\_\_\_\_

Weekends? (frequency) \_\_\_\_\_ Holidays? (frequency) \_\_\_\_\_

On-Call? (frequency) \_\_\_\_\_

Is this position a replacement?  yes  no If yes, briefly explain the reason for the vacancy and why this position ought to be retained. Include any changes you plan for this position, if applicable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a new position, meaning it is not included in your current budget?

yes  no If yes, please complete **Part II** of this form.

Is this position the result of a departmental reorganization?

yes  no If yes, please seek the assistance of Human Resources.

**Approvals:**

1) \_\_\_\_\_ Date \_\_\_\_\_  
Requestor/Vice President

2) \_\_\_\_\_ Date \_\_\_\_\_  
Director of Human Resources

3) \_\_\_\_\_ Date \_\_\_\_\_  
Vice President for Business & Finance

<b>Decision</b>
<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved
<input type="checkbox"/> On Hold. Resubmit in _____ weeks
Position to be Posted:
<input type="checkbox"/> Internally
<input type="checkbox"/> Externally

**Part II** (complete Part I first)

**New Position Request Worksheet**

Ordinarily new positions are not approved and require a thorough review by the administration before the position can be posted. If the request for a new position is a job that does not currently exist at Clarke University, the hiring manager must do the following, (1) complete Part I and Part II of this form (2) attach a job description and organizational chart (3) attach other required documentation as requested in Part II (4) obtain the necessary signatures in Part I (5) return all materials to the Human Resources Office.

Please outline why this new position is necessary. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2. If this position is being requested due to increased workload volumes in your department, attach documentation, which shows that your current staffing levels are not sufficient.
- 3. If this position is being requested to provide new or enhanced service to Clarke University, attach documentation which outlines why these new or enhanced services will provide a critical service to the university community.
- 4. If this position is approved, will any new equipment be required that is not currently included in the university's capital budget or your department budget. If so, please list the type of equipment and its cost. \_\_\_\_\_

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- 5. Are there alternative methods available to meet your service needs, which would not result in the need to hire additional staff?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 6. Attach any additional information you feel is important to the review of this request.