

Warren Wilson College Staffing Requisition Form

Department	Position Title
Supervisor Name	Supervisor Title
<input type="checkbox"/> Addition <input type="checkbox"/> Replacement for _____	
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer <input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> ¾-Time (30hrs/wk) <input type="checkbox"/> Half-Time (20hrs/wk) <input type="checkbox"/> Less than 20hrs/wk: _____ hrs/wk	
Anticipated Start Date	Anticipated End Date (if temporary)
Suggested Pay Rate/Salary Range: from \$_____ to \$_____ per_____	
<input type="checkbox"/> Position Description attached	
Required and Preferred Qualifications Specify between <i>required</i> and <i>preferred</i> attributes, including level, amount of education, and experience.	
Justification Explain why the position must be created/filled at this time; implication of not filling.	
Position advertisement on websites, publications, etc. <hr/> <hr/> <hr/> <hr/>	

Approvals

Position requisitioned by	Date
Approved by VP/Department Dean	Date
Approved by VP for Administration and Finance	Date
Approved by President	Date

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For Human Resources Use Only

Position Control Number: _____