

Staffing Requisition Form Procedures

Reason for Form:

A staffing requisition form will allow the creation of a more efficient and consistent approach to the hiring process. It allows for a record to be on file indicating appropriate approval for hires.

Procedure for Completing:

Top section of the form should be completed in full. Top section includes Department (from which the hire will originate), Position Title (title of new position), Supervisor (who will supervise the hire), and Supervisor Title (title of supervisor). The next three sections are self-explanatory, except if a position is temporary an end date needs to be included.

Please attach a copy of the position description. Once the position has been approved a copy of the position description should be emailed to human resources.

Once all of the approvals have been obtained, a copy of this form should be sent to human resources.