

## POSITION REQUEST FORM

<b>Position Title:</b>		<b>Department:</b>		
<b>Reports To:</b>	<b>Exempt</b>	<b>Non-Exempt</b>	<b>Temporary</b>	<b>Part-time</b>
<b>Pay Scale:</b>	<b>Location:</b>		<b>Date Needed:</b>	
<b>Position Summary:</b>				
<b>Essential Job Functions</b>				
1.				%
2.				%
3.				%
<b>Minimum Requirements</b>				
<b>Education:</b>				
<b>Experience:</b>				
<b>Skills &amp; Knowledge:</b>				
<b>Requested By:</b>			<b>Date:</b>	
<b>HUMAN RESOURCES DEPARTMENT USE ONLY</b>				
<input type="checkbox"/> Existing Position	<input type="checkbox"/> New Position	Is a specific candidate in mind:		<input type="checkbox"/> Yes <input type="checkbox"/> No
If a specific candidate is in mind: <input type="checkbox"/> An existing employee <input type="checkbox"/> A new hire				
Name of candidate:				
Request for new position:			By:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			Date:	
Reason for approval/denial:				
Candidate above approved by:			Date:	
<input type="checkbox"/> POST INTERNAL NOTICE OF JOB OPENING <input type="checkbox"/> POST CLASSIFIED AD <input type="checkbox"/> NO POSTING				
POSITION OPENING DATE:			POSITION CLOSING DATE:	