

JOB REQUISITION

This form must be submitted to the Human Resources Department for every staff opening.

Date _____

Job Title _____

Department _____

Status Full-Time Part-Time

Date Open _____

(Please Check) Regular Temporary

Replacing _____

New Position _____ (Please check)

Work Schedule: Days _____

Hours Per Week _____

Salary Grade _____

Salary Range _____

Starting Salary _____

JOB DUTIES AND RESPONSIBILITIES (in order of importance):
(For more detailed information – see job description)

REQUIREMENTS

Education Level Preferred: _____

Special Training: _____

Experience: _____

Skills Needed: _____

Personal Attributes: _____

Department Supervisor/Editor

Executive Team Member

Department Manager / Director

CEO

For Human Resources Use Only

Date Filled _____

Person Hired _____