

NEW HIRE REQUISITION FORM

**Request for New Employee
Position to Be Filled**

Department #: _____ Account # _____
Fund Account Object

Full-Time: Part-Time: *Note: If part-time only Department Head and Finance Department signature required*

Requested Position Job Title: _____

Entry Salary: _____

Replacing: *(Employee Name)* _____

Current Job Title: _____

Current Salary: _____

Does this position supervise employees? Yes No

Justification:

DEPARTMENT HEAD SIGNATURE

DATE

DEPARTMENT LIAISON SIGNATURE

DATE

Budget Status - Completed by Finance Department

Position Budgeted: Yes Position Funded: Yes
No No

Comments:

FINANCE DEPARTMENT SIGNATURE

DATE

CHAIRMAN'S SIGNATURE

DATE

PERSONNEL DIRECTOR SIGNATURE

DATE