

Job Requisition Form

1-3 days 4-7 days 1-2 weeks 3-4 weeks 5+ weeks Other	Manager and Department Information: Internal only requests require information marked with an *. External requires all field	is completed
Lob. Information; Multiple open positions of the same job title can be documented in the Multiple Open Positions Worksheet. *Open Position Job Title *Posting Reason (Replacement, New Position, Intern) New Position or NEW Intern require ED/SLT signature	*Hiring Manager(s) /Applicant Recipient Name(s)	
Open Position Job Title *Posting Reason (Replacement, New Position, Intern) New Position or NEW Intern require ED/SLT signature	*Department Name and Cost Center #:	
*Posting Reason (Replacement, New Position, Intern) New Position or NEW Intern require ED/SLT signature	Job Information: Multiple open positions of the same job title can be documented in the Multiple Open Positions Wor	ksheet.
If Replacement, list employee vacating role and date of separation How urgently is replacement needed? What time frame do you plan as a goal to have this position hired 1-3 days 4-7 days 1-2 weeks 3-4 weeks 5+ weeks Other	*Open Position Job Title	
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1-3 days 4-7 days 1-2 weeks 3-4 weeks 5+ weeks Other	If Replacement , list employee vacating role and date of separation	
*How many positions are needed? (1-10+, or Ongoing need) *Benefit Classification? FT 30+ hours/week Regular PT 24-29h/w No Benefit PT up to 24h/w PRN Seasonal/Temporary *Shift information for open position Days:	How urgently is replacement needed? What time frame do you plan as a goal to have this position hired	
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*Shift information for open position Days:	*Benefit Classification?	
Are any additional responsibilities required or likely for the position? (Select all that apply) All Nights Weekends Overtime On Call Holidays Other	FT 30+ hours/week Regular PT 24-29h/w No Benefit PT up to 24h/w PRN Seasonal,	Temporary
All Nights Weekends Overtime On Call Holidays Other	*Shift information for open position Days: Hours:	
Is the job working remotely? (No, Yes, Partial/Hybrid or Temporarily) *Job Recruitment: (Internal Only or External) *Budgeted Position: (Budgeted or Non-Budgeted) Non-Budgeted will require ED/SLT signature	Are any additional responsibilities required or likely for the position? (Select all that apply)	
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*Budgeted Position: (Budgeted or Non-Budgeted) Non-Budgeted will require ED/SLT signature. Additional advertising requested? (No, Yes) Yes will require ED/SLT signature If yes, list advertising requested? (No or Yes) Yes will require ED/SLT signature. *Employee Referral Bonus eligible? (No or Yes) Yes will require ED/SLT signature. *New Hire Pay Range \$ to \$ per Multiple Open Positions Worksheet Multiple Open Positions Worksheet Class. Jobs (1- (FT, RPT, IO+, NBPT, PRN) 0.N.) S/Temp) Additional Employee Referral Bonus eligible? (N/Y) 1.	Is the job working remotely? (No, Yes, Partial/Hybrid or Temporarily)	
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If yes, list advertising requested:	*Budgeted Position: (Budgeted or Non-Budgeted) Non-Budgeted will require ED/SLT signature	
*Employee Referral Bonus eligible? (No or Yes) Yes will require ED/SLT signature. *New Hire Pay Range \$to \$per Hour Annually Other *New Hire Pay Range \$to \$per Hour Annually Other Multiple Open Positions Worksheet Multiple Open Positions Worksheet Employee Remote # of Benefit Shift Days and Times Additional Employee Remote Jobs (1- (FT, RPT, 10+, NBPT, PRN (FT, RPT, 10+, S/Temp) Veekends, Overtime, On Call, Holidays, Other) Veekends, Overtime, On Call, Holidays, Other) Image: New Yes Weekends,	Additional advertising requested? (No, Yes) Yes will require ED/SLT signature	
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Multiple Open Positions Worksheet# of Open Jobs (1- 10+, 0.N.)Benefit Class. (FT, RPT, 		
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	3.	

***Acknowledgements & Approvals:** Signatures required for those completing JRF and according to information provided.

Department Representative:

Hiring Manager Signature:

Department Director Signature:

Executive Director Signature:

Talent Acquisition Received:

Date:_____
Date:_____
Date:_____
Date:_____
Date:_____