

# Employment Requisition Form

## Section 1

Complete this form to begin the recruiting process

All positions of 6 months duration or longer, 50% or greater FTE and paid through Center Payroll, must begin with a requisition form

Today's Date	Dept # <i>Depts Listing</i>	Requisition #	<i>Person completing this form:</i>	
Division	Department Name		Budget Number(s)	
Job Code	Job Title			
<input type="checkbox"/> New Position <input type="checkbox"/> Replacement for:		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time: % FTE: <input type="checkbox"/> Hourly		<input type="checkbox"/> Work Study <input type="checkbox"/> Stipend
<input type="checkbox"/> Regular (ongoing 6 months or longer) <input type="checkbox"/> Temporary (less than 6 months) From:		To:	Security Check <input type="checkbox"/> Y <input type="checkbox"/> N	Spvr #
Supervisor Name (please print)		Supervisor Mail Stop	Supervisor Phone	Supervisor Fax
Alternate Contact for Recruiting (optional)		Alt. Contact Mail Stop	Alt. Contact Phone	Alt. Contact Fax

## Section 2

Complete or attach current job description

The recruiter will request additional details as needed

**REQUIRED: Will the position have access to radioactive materials and/or Cesium irradiators?**  
 Y      N

Essential Functions and Responsibilities (please print)

Educational or Special Training Qualifications

Experience Requirements

## Section 3

Options and Comments

<input type="checkbox"/> Internal Posting Only <input type="checkbox"/> External and Internal Posting	Request specific recruiter:
Should job posting be reviewed by supervisor (or alternate contact) before posting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	

## Section 4

Signatures required for processing

Supervisor Name	Date	Division Head/Designee Name	Date
Supervisor Signature		Division Head/Designee Signature	