



**PERSONNEL REQUISITION**

Department \_\_\_\_\_ Date Requested \_\_\_\_\_

Division \_\_\_\_\_ Date Needed \_\_\_\_\_

\_\_\_\_\_ Permanent \_\_\_\_\_ Full-Time \_\_\_\_\_ Casual

\_\_\_\_\_ Temporary \_\_\_\_\_ Part-Time \_\_\_\_\_ Funding Source

Position Title \_\_\_\_\_ Formerly/Presently Held by \_\_\_\_\_

Work Week \_\_\_\_\_ or New Position \_\_\_\_\_

Salary Range \_\_\_\_\_ Position Budgeted \_\_\_\_\_

Requesting Department Head \_\_\_\_\_

Division Director Approval \_\_\_\_\_

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**TO BE COMPLETED BY PERSONNEL DEPARTMENT**

Position Advertised \_\_\_\_\_ Eligibility List Forwarded \_\_\_\_\_

Date Filled \_\_\_\_\_ Name of Incumbent \_\_\_\_\_