



EMPLOYMENT REQUISITION

Current job description must be attached.

Internal Position

External Position

Post this position for:

Two Weeks

Open until filled

Must be increments of one week periods.

Job Title: _____ Division: _____

Department: _____ Line Item: _____

This position is: Grant Funded Tribal Funded Self funded Number of employees needed: _____

Status: Full-time Part-time Seasonal

This is a new position or is an employee being replaced? Explain: _____

Shift: Days: _____ Hours: _____ Other: _____

Pay Rate: _____ Hourly./Non Exempt Salary/Exempt Advertise as DOQ: Yes No

Will this position require driving? Yes No Class of DL needed: D C B A

Special driving requirements: _____

Will this position require pre-employment UA: Yes No Will this position require BCA: Yes No

Will report to (print supervisor's name): _____
Phone: _____ Cell: _____ Email: _____
Subfile will be sent to: Name: _____ Email: _____

INTERNAL positions must be posted for 5 business days. EXTERNAL positions must be posted for 2 weeks.

Completed by: _____ Contact: _____

Division Director *Date* *Program Accountant* *Date*

Denied for the following reason: _____ Denied for the following reason: _____

DO NOT FILL BELOW THIS LINE - FOR ACCOUNTING & HR USE ONLY

Date sent to HR: _____ Posted Position: Exempt Non-exempt

Dates posted from: _____ to _____ Received by: HR _____ EE _____ SP _____

Division Directors Initials _____ HR Director Initials _____

Date sent to HR: _____ Posted Position: Exempt Non-exempt

Dates posted from: _____ to _____ Received by: HR _____ EE _____ SP _____

Division Directors Initials _____ HR Director Initials _____

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