



Personnel Requisition Form

Open positions are not automatically approved and must be reviewed before the position can be posted. This form will assist the hiring manager in explaining why it is necessary to fill the position. Please secure the hiring manager and department head signatures and forward the completed form to Human Resources for consideration at the next Personnel Meeting.

Date of Request: _____ Date New Hire Needed: _____

Job Title: _____ Department: _____

Suggested Wage: _____ Job Description Updated: Yes No

Number of hours to be worked per week: _____ (Full-Time) or (Part-Time)

Is this position allocated in the current budget? Yes No

If "no", are there funds available to cover the position? _____

Is this a new position or replacement position? New Replacement

If "replacement", replacement for whom? _____

Please provide a brief narrative as to why it is critical to fill this position.

Approvals:

1) _____
Hiring Manager Date

2) _____
Department Head Date

3) _____
Human Resources Date Approved by Personnel

4) _____
Human Resources Date Approved by Council

Decision:
_____ Approved
_____ Not Approved
_____ On Hold