



PERSONNEL HIRING REQUISITION FORM

Name of Hire: _____ **Exempt
Non-Exempt**

****Position Title and Number:** _____ **Dept.:** _____

(*Both are REQUIRED, Position Number can be obtained from approved position list provided by Finance Dept.)

Reference Checks Complete:** Yes No **Completed by:** _____

Hire Date: _____

Full Time Part Time Temporary Salary/Hourly Rate _____

If Part-Time, how many hours per week/month? _____

Items to be attached (required):

- CV/Resume (for all candidates interviewed) Reference Check Documents
 Interview Materials/Notes (for all candidates interviewed) DRAFT Offer Letter

Requested by: _____ **Title:** _____ **Date:** _____

Approved by: _____ **Title:** CAO **Date:** _____

Approved by: _____ **Title:** President **Date:** _____

Approved by: _____ **Title:** HR Director **Date:** _____

Approved by: _____ **Title:** Executive Mgmt **Date:** _____

*EM must approve when salary is \$150,000 and over

Approved by: _____ **Title:** Controller **Date:** _____