



PERSONNEL POSTING REQUISITION FORM

Position to be posted: _____

Position Number (from approved budget): _____

Department: _____ Date to be posted: _____

Proposed Salary: _____ Date to be hired: _____

Classification: **FULL TIME** **PART TIME** **TEMPORARY** FTE: _____

Additional Information: _____

Please attach the following:

Job Description Job Posting Draft Posting Sources _____

**Please return completed form with required attachments to HR Department for approval prior to posting position.

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

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

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

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

For HR/Finance use only

Is position requested in approved budget? YES NO

Salary verified/budget: _____ (Controller/CFO)

Which month is position approved to be hired in? _____

Date Position is Posted by HR: _____