

HIRING REQUISITION - HOURLY

Form B

I. GENERAL INFORMATION

1. Position Title	2. Department and Division
3. Position Number	4. Account Number
5. Budgeted Salary	6. Proposed Salary
7. Position Development <input type="checkbox"/> Addition <input type="checkbox"/> Replacement	8. Proposed Starting Date
9. Schedule Number of Hours Per Week or FTE%	10. Work Schedule
11. Name of Incumbent (if applicable)	12. Salary of Incumbent (if applicable)
13. Hiring Official	14. Contact Information (telephone number & email address)

II. ADVERTISEMENT REQUEST

Does your department wish to advertise? ___ YES ___ NO (if YES, Where?)

III. DESCRIPTION OF WORK

Special Qualifications Desired _____

IV. AUTHORIZATION

Hiring Official

Date

Dean (if appropriate)

Date

Vice President (if appropriate)

Date

President (required for all new positions)

Date