



## EMPLOYEE REQUISITION FORM

Date Issued: April 2023

Revision: 01

Hiring Manager:

Position:

New Position  Replacement

Number of Positions:

### Job Summary

Job Description Attached

Anticipated Start Date:

Is this job expected to be:  On-site  Home-based  Other remote/hybrid

Anticipated Compensation:

Hourly  Salary  If Salary, OT eligible?  Yes  No

Status: FT  PT  Seasonal  Temporary

Interviewers:

Requesting Manager:

Date:

HR Approval:

Date: