

PERSONNEL REQUISITION FORM

Position Title: _____ Dept/Location: _____

Number of Vacancies: _____ Fill By Date: _____

Budgeted Salary Range: _____ Salary Range for Post: _____

☐ Full-Time ☐ Part-Time ☐ Temporary

☐ On-Call for Hours/Days (enter information):

☐ New Position ☐ Open Position, Replaces (Enter Name):

If NEW POSITION is checked above, attach a position description (If a new position, approval signature of Department Head is required.)

Who will screen applicants: Initial screens through TPL/HR, final by: _____

If a new position, list number and title(s) supervised by this position and attach a draft of new job description:

NOTE: With this requisition, Talent, Performance and Leadership will post the open position to the YWCA Metro Job Board (Internal), YWCA USA Employment section on the internet and premium (subscription based) source, NPO.net., or to your chosen premium recruitment site.

☐ **This position should be posted to another premium (PAID) content source**

Please list any particular resources you would like utilized.

NOTE: All costs for premium content ads are charged to the appropriate requesting department.

Online job board: _____ Recruiter/Search Firm: _____

Newspaper or other publication: _____

Charge to Account Numbers for premium Sites:

Fund (1 digit)						
Branch (3 digits)						
Department (2 digits)						
PCS/Program (5 digits)						
Account (4 digits)						
Percent						
Funding Source						

CONTINUED NEXT PAGE for signatures...

REQUIRED SIGNATURES

Requested by: _____

Date: _____

Approved by: _____

Date: _____

Date requisition Received by TPL: _____

Date Posted: _____

Date Offer Accepted: _____

Date Filled: _____