

POSITION REQUEST FORM TO HR

Position Sheet	Position Title			
Reports to	Exempt	Non-exempt	Temporary	Part-time
Pay scale		Location		Date

Position Summary:

Minimum Requirements

Education:

Experience:

Skills & Knowledge:

Requested by:

Date:

HR DEPARTMENT USE ONLY

☐ Existing position ☐ new position is a specific candidate in mind ☐ Y ☐ N

If a specific candidate in mind ☐ an existing employee ☐ a new hire

Name of candidate:

Request for new position:

☐ Approved

☐ Denied

Reason for approval/denial:

Candidate above approved by

Position opening date

Position closing date