



THE UNIVERSITY OF  
**SCRANTON**  
 A JESUIT UNIVERSITY  
 Human Resources  
 Scranton, PA 18510-4679  
 (570) 941-7767

# PERSONNEL REQUISITION

for use in filling all open staff positions

A hiring supervisor is responsible for:

- 1) completing Section I and obtaining appropriate signatures.
- 2) returning this form to Human Resources in time to advertise, contact candidates, and arrange interviews.
- 3) attaching a current or modified job description.

**SECTION I – To be completed by Supervisor.**

|   |  |   |
|---|--|---|
| Name of Organization/Grant                            | <input type="checkbox"/> New position for <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 12 months <input type="checkbox"/> F.T. <input type="checkbox"/> P.T.<br><input type="checkbox"/> New temporary position: Begins _____ Ends: _____<br><input type="checkbox"/> Replacement for position # _____ Omit shaded areas of form<br><input type="checkbox"/> Eliminate position # _____ Omit shaded areas of form |   |
| Fund/Organization/Account Number<br>_____/_____/_____ |  |   |
| Date Needed   | Date position vacated  | Position Title                              |
| Name of employee replaced, if applicable              | Position reports to (Name)   | Position Location                           |
| Comments  | Work days  | Work hours                                  |
|   |  | Lunch period                                |
| Date approved by FMC (if not currently budgeted)      | Rate/Annual amount/ Position grade   |   |
| Signature, person completing requisition              | Date   | Signature Department Head/Budget Supervisor |
| Signature, Division Vice President                    | Date   | Signature, President                        |
| Attach a current or modified job description          |  |   |

**SECTION II – To be completed by Human Resources.**

|                            |                |
|----------------------------|----------------|
| Position class             | Employee Class |
| EEO-6 Skill Code           | Position Group |
| Signature, Human Resources | Date           |

**SECTION III – To be completed by Budget Director (for positions not currently budgeted) and returned to Human Resources.**

|                            |          |
|----------------------------|----------|
| Position number            | Comments |
| Signature, Budget Director | Date     |
| Signature, Treasurer       | Date     |