



Process Level: \_\_\_\_\_

Dept. Code: \_\_\_\_\_

Accounting Unit: \_\_\_\_\_

EMPLOYEE REQUISITION FORM

Departmental Organization Chart and Job Description must accompany all requisitions. Job Descriptions must be sent in Word format to Human Resources via Anthony.LoBello@archny.org.

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Input boxes for New Position, Replacement, and Reevaluation/Restructuring of an existing position.

Is position to be filled only by a Religious or Clergy? Yes No

Is position Exempt or Non-Exempt? Exempt Non-Exempt (If Non-Exempt, position must be hourly)

Position Status: Full-Time Part-Time Temporary/Intern Position Pay Status: Salaried or Hourly

Start Date Desired: If Temporary/Intern, End Date is:

If Hourly, Average Weekly Work Hours:

Annual Salary/Hourly Rate: (must list min/max) Minimum \$ Maximum \$

Name of Last Incumbent: Last Incumbent Salary:

Termination/Resignation/Retirement Date:

Who Will Conduct Interviews? Phone/Ext.:

Email Address that resumes will go to:

Is this position budgeted? Yes No Reviewed by: Finance/Budget Department

Department Director Date Chief Financial Officer Date

Human Resources Representative Date Vicar General/Chancellor Date

REQUISITIONS WILL EXPIRE AFTER 6 MONTHS FROM THE APPROVAL DATE IF UNFILLED

Table with 2 columns: Description, Date, Initials. Rows for 'Initially Received by Human Resources' and 'Approval Received by Human Resources'.

Comments Section:

Large empty rectangular box for comments.