



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 Ryan.Barbera@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 columns Date and Initials for tracking approvals from Human Resources.

Comments Section:

Large empty box for providing comments.