



ARCHDIOCESE OF NEW YORK

Process Level: _____

Dept. Code: _____

Accounting Unit: _____

OFFICE OF HUMAN RESOURCES EMPLOYEE REQUISITION FORM

ONE COPY OF THE POSITION DESCRIPTION MUST ACCOMPANY THIS FORM POSITION DESCRIPTION MUST BE SENT IN WORD DOCUMENT FORMAT TO HR via Christopher.Sepe@archny.org

Date: _____

Job Title: _____ Department: _____

Location: _____ Supervisor: _____

checkboxes: New Position, Replacement, Reevaluation/Restructuring of an existing position

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

checkboxes: F/T, P/T, Temporary/Intern, Hourly, High School/College Student only

If Temporary, End Date: _____ If Hourly, Average Weekly Hours: _____

Start Date Desired: _____ Starting Annual Salary Range: \$ _____

Name of Last Incumbent: _____ Last Incumbent Salary: _____

Termination/Retirement Date: _____

Who will conduct interviews? _____ Ext.: _____

Email address that resumes will go to: _____

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

Department Director _____ Date _____ Division Executive/CFO _____ Date

Human Resources Rep. _____ Date _____ Chancellor _____ Date

REQUISITIONS WILL EXPIRE AFTER 6 MONTHS FROM THE APPROVAL DATE IF UNFILLED DO NOT WRITE BELOW THIS LINE

Table with 3 columns: Item, Date, Initials. Rows 1-4: Initially Received by Human Resources, Approval Received by Human Resources, Position Posted Internally via E-Mail, Position Posted Externally via archny.org and others.

Comments: _____