



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 Anthony.LoBello@archny.org

Date: _____

Job Title: _____ Department: _____

Location: _____ Supervisor: _____

[] New Position [] Replacement [] 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 is checked, position must be hourly.

[] 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? [] Yes [] No Reviewed by: _____ Finance/Budget Department _____ Date

Department Director _____ Date Division Executive/CFO _____ Date

Human Resources Rep. _____ Date Vicar General/Chancellor _____ Date

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

Table with 4 columns: Item number, Description, Date, Initials. Rows include: 1. Initially Received by Human Resources, 2. Approval Received by Human Resources, 3. Position Posted Internally via E-Mail, 4. Position Posted Externally via archny.org and others.

Comments: _____