

Staff Requisition Forms must have the job description, 1st- and 2nd-round interview questions, and onboarding plan attached in order to be considered for approval. Approvals are valid for 180 days, after approval has expired, please resubmit your request.

**Required Attachments:**      **Job Description**      **1<sup>st</sup> Round Questions**      **2<sup>nd</sup> Round Questions**      **Onboarding Plan**

## POSITION DETAILS

**New Position**       **Temp Position**       **Replacement**      **Status Change**

**Job Title:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Full-time**       **Hourly**  
 **Part-time**       **Salary**  
 **Temporary**

**Work Hours:** \_\_\_\_\_  
**Primary Work Site:** \_\_\_\_\_

**Salary:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Equipment Needs:**       **Desk Phone**       **Desktop Computer**       **Keys: Please Specify**  
 **Cell Phone**       **Laptop Computer**

**Has a complete workspace been identified:**       **Yes**       **No**      **If NO, please specify what is needed (i.e. chair, office supplies etc...):** \_\_\_\_\_

## BUDGET DETAILS

**Included in Budget**       **Budget Change**      **Budgeted Salary Range:** \_\_\_\_\_

### Salary Allocation:

<b>Grant Name &amp; Number:</b>						
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<b>Grant Allocation %:</b>						
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**Total Allocation:** \_\_\_\_\_ %

**Requestor Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requestor Signature:** \_\_\_\_\_ **Notes:** \_\_\_\_\_

## APPROVALS

CEO, COO or CPO. See procedure for signing authority  
**Executive Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

\_\_\_\_\_

**CFO Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_



Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date Completed: \_\_\_\_\_

# STAFF REQUISITION FORM

## HUMAN RESOURCES ONLY

Posting Decision:  Approved  Not Approved  On Hold

Dates of Internal Posting: \_\_\_\_\_ Date Resume Initially Received: \_\_\_\_\_

NSOPW Clearance: Yes  No

Livescan:  Completed  In Process

DOJ Date Received: \_\_\_\_\_

Cleared to Hire

Additional Comments:

FBI Date Received: \_\_\_\_\_

Additional consideration needed

Reference Check Done: \_\_\_\_\_

**NOT Clear - DECLINE**

Date of Offer: \_\_\_\_\_ Comments: \_\_\_\_\_

Effective Start Date: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Salary Range: \_\_\_\_\_

Onboarding Plan Sent (Date): \_\_\_\_\_ Onboarding Plan Received (Date): \_\_\_\_\_