



EMPLOYMENT REQUISITION FORM

DEPARTMENT/PROGRAM

Date of Request: _____ Requestor: _____
Please Print

Department/Program: _____
(List % of time if less than 100% on a program)

JOB INFORMATION

Reason for Requisition: New Position Replacement Position

Posting Date: _____ Closing Date: _____

Job Title: _____ Salary: _____

Classification:

Full-Time Part-Time (hours per week _____) Temporary (projected end date _____)

FLSA Status: Exempt Non-Exempt

JOB DESCRIPTION

DESCRIPTION: (To include duties, education, special qualifications, physical attributes) Attach additional sheet if needed

JOB POSTING INFORMATION

The Job will be posted on our website. If you would like the position to be posted internally **only**, please check HEC – Internal Post Only below. The Department director will be notified of cost for any posting. A Purchase Requisition must be submitted with supplemental documentation.

Request posting to be submitted to the following:

HEC – Internal posting only

Indeed.com

St. Louis American (fee)

Other _____

St. Louis Post Dispatch (fee)

Active

TRiO List Serve

Other _____

Department Director Signature: _____ Date: _____

HR Administrator Signature: _____ Date: _____