**Staffing Requisition**

**Directions**: Complete all fields. If needed, please contact Human Resources for assistance. Obtain required signatures of approval. Submit completed form with approvals to Human Resources for staffing needs.

|  |  |
| --- | --- |
| Job Title: | |
| Requisition submitted by: | Date: |
| Division officer approval (signature): | Date: |
| Dean approval (signature): | Date: |
| President approval (signature): | Date: |

|  |
| --- |
| Select one:  🞏 New Position 🞏 Re-hire 🞏 Promotion 🞏 Transfer 🞏 Other |
| Budgeted department and fund # (or fund description): |
| Recruitment plan: |
| Date position needed/requested hire date: |
| Reports to (title of supervisor): |
| Direct reports (if applicable): |
| Employee category and compensation:  Select one: 🞏 Classified Staff 🞏 Teaching/Research Faculty  🞏 Administrative Staff 🞏 Administrative Faculty  Compensation:  If other than “compensatory with skill and experience”, please indicate range/comments: |
| Percent employment (select one):  🞏 Full-time (32+ hrs/week) 🞏 Part-time (<32hrs/week)  Comments: |
| Typical work schedule (e.g. Monday-Friday, 8:00am – 5:00pm): |
| Work location: 🞏 Virginia 🞏 Carolinas 🞏 Auburn 🞏 Monroe  Comments/other: |
| Position summary (if job description is available, please attach a copy): |
| Justification for position: |

**For Human Resources Department Only:**

FLSA:

🞏 Exempt (Paid on a salary basis at not less than $684 per week: Executive, Administrative, Professional, Employees in Computer-Related Occupations, Outside Sales Employees, Highly-Compensated Workers)

🞏 Non-exempt