



# Employment Requisition Form

Position Title \_\_\_\_\_

Job Grade \_\_\_\_\_

Salary Range \_\_\_\_\_

Agency \_\_\_\_\_

Location of Employment \_\_\_\_\_

PL Number \_\_\_\_\_

Agency Number \_\_\_\_\_

Hiring Manager \_\_\_\_\_

Phone Number \_\_\_\_\_

Extension \_\_\_\_\_

Fax Number \_\_\_\_\_

## Status

FLSA Classification \_\_\_\_\_

Employment Status \_\_\_\_\_

Is this a budgeted Position? \_\_\_\_\_

## Vacancy Reason:

Budgeted Salary Amount \_\_\_\_\_

Vacancy Due To: \_\_\_\_\_

Person Replaced \_\_\_\_\_

Other Reason for Open Position: \_\_\_\_\_

## Recruitment Plan:

Describe any special recruitment sources or activities necessary to generate a candidate pool?

LinkedIn

NPO.net

Colleges and Universities

Professional Associations

If you are approving this request, please sign and date next to the appropriate box. You will need to attach a job description to the email.

Hiring Manager  \_\_\_\_\_

Director  \_\_\_\_\_

Manger of Financial Planning and Analysis  \_\_\_\_\_

Human Resources  \_\_\_\_\_

Chief Operations Officer  \_\_\_\_\_  
(Only necessary if position is not budgeted)

## To Be Completed After Candidate is Hired:

Name of Person Hired: \_\_\_\_\_

Date Position Filled: \_\_\_\_\_

HiringSource: \_\_\_\_\_