



Department _____

Date _____

Position Title _____

Salary Range _____

Accounting Unit Name _____

Accounting Unit Number _____

Department/Parish(CHurch)/School Name _____

Department/Parish(CHurch)/School Number _____

Position Location _____

Hiring Manager Extension / Phone Number _____

New Position/Position Upgrade or Replacement

If Replacement - Person Replaced* _____

Full Time Part Time
 Exempt Non-Exempt
 Intern Temporary

Hours Per Week _____

Is This A Budgeted Position? _____

Budgeted Salary Amount* _____

* Not required for temporary positions. Please explain reason for Temporary in comments section

Notes: - If you are approving this request, please sign and date next to the appropriate box.
 - Please provide a Position Description with this Position Requisition.

Hiring Manager	_____ Name	Next Level Hiring Manager	_____ Name
	X _____ Signature		_____ Date

Director of Financial Planning and Analysis	_____ Name	Human Resources	_____ Name
	X _____ Signature		_____ Date

If Unbudgeted:

Chief Financial Officer	_____ Name	Chief Operating Officer	_____ Name
	X _____ Signature		_____ Date

To Be Completed After Candidate is Hired:

Name of Person Hired: _____

Date Position Filled: _____

Hiring Source: _____

Please contact Ronda Majeran, Manager of Recruitment, at (312) 534-5262 with any questions.

Comments: