

**Franklin Pierce University  
Position Requisition for Staff**

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Dept # : \_\_\_\_\_

Position Title: \_\_\_\_\_ Date Needed: \_\_\_\_\_

- Job Description updated                      Resignation Letter sent to HR
- Replacement                                      Employee to be replaced: \_\_\_\_\_
- Additional Staffing (Rationale attached)      Current Rate: \$ \_\_\_\_\_
- Exempt                       Non-Exempt

Full-time     Part-time     Temporary:      Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Expected Work Schedule: \_\_\_\_\_ Expected Annual Hours: \_\_\_\_\_

Hourly/Salary: \$ \_\_\_\_\_ to \$ \_\_\_\_\_ Annualized Salary: \$ \_\_\_\_\_

**Approvals**

(Your signature indicates that you agree that the attached job description describes a position needed by the University and that you agree that there is funding in the budget for it.)

1. \_\_\_\_\_ Date \_\_\_\_\_ 2. \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor                                      Vice President / President
3. \_\_\_\_\_ Date \_\_\_\_\_ 4. \_\_\_\_\_ Date \_\_\_\_\_  
Director of HR & Risk Management      Vice President of Finance / CFO

**RECRUITMENT ACTIVITIES WILL BEGIN ONLY WHEN YOU SEND THE FOLLOWING FORMS COMPLETED AND APPROVED TO THE HR DEPARTMENT:**

- Position Requisition                       Job Description                       Approved Posting
- Budget Line information                       New org chart (if appropriate)                       New Position Justification (if required)

**Human Resources Use Only**

Date all approved forms received: \_\_\_ / \_\_\_ / \_\_\_                      Date Posted: \_\_\_ / \_\_\_ / \_\_\_

Position Filled: Date: \_\_\_ / \_\_\_ / \_\_\_      Person \_\_\_\_\_                      Start Date : \_\_\_ / \_\_\_ / \_\_\_

Position Control Number \_\_\_\_\_                      Rate: \$ \_\_\_\_\_ (mo/hr)

Rate: \$ \_\_\_\_\_ (year)