

Staff Requisition Form

Please attach a Position Description Questionnaire (PDQ) that has been completed within the last 12 months.

	Date:
Position Title:	Department:
Supervisor:	Hiring Contact (if other than supervisor)
<input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary
Number of months per year	Beginning and ending month/date of appointment
Hours per week	
Desired Start date	

☐ **New Position** (include justification including anticipated budget impact, additional alternatives that have been considered, consequences if not approved)

☐ **Replacement of existing position**

Previous Incumbent:

Previous Salary:

☐ **Change** salary or duties/length of appointment
h describe; attach updated PDQ

Salary Requested (including justification, if requesting change):
Budget Code:

	Minimum	Preferred
Education		
Work Experience		
Other		

Advertising Request

<input type="checkbox"/> N/A			
<input type="checkbox"/> No recruiting required – i.e. filled with internal promotion of:			
<input type="checkbox"/> Internal Posting Only			
<input type="checkbox"/> Add External	Free or subscription advertising (includes 10 local diversity organizations, and links on IWU LinkedIn bio page:		
	<input type="checkbox"/> Indeed	<input type="checkbox"/> HigherEdJobs.com	<input type="checkbox"/> InsideHigherEd
	<input type="checkbox"/> HERC	<input type="checkbox"/> IL Job Link	
	Advertising at additional cost:		
	<input type="checkbox"/> Pantagraph	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	

	Approved/ Declined	Signature	Date
Submitter:			
VP			
HR Salary Suggested			
VP Business & Finance			

4.20.20