

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			