

Job Requisition Form *This form is not used for Adjunct Faculty hires*

Job Title: _____ Dept: _____ Hiring Mgr: _____

Position Information / Justification

(Indicate what changes were made to the job description, if any, or provide justification for new position – attach additional sheets if needed)

NOTE: *New, updated, or existing job description must be attached for all requisitions & emailed to hr@daemen.edu in a word doc format in order to be posted.*

Reason:

New Position
 Replacement _____
(Name of previous incumbent)

Type:

Full Time
 Part Time (Works less than 30 hours per week)
 Temporary _____
(Est. length of assignment)

Number of vacancies to fill _____

FLSA Status:

Hourly (Non-exempt) Salaried (Exempt)

Employment Category:

Faculty Adjunct Staff (*Hourly*) Administration (*Salaried*)
 Tenure Track
 Non-Tenure Track

Term:

9- Month 12-Month Other: _____

Anticipated Start (Month): _____

Schedule: *(Must be completed for hourly employees)*

Please check work days: S M T W Th F S

Start Time: _____ End Time: _____

Are weekends required? Yes No

*Hourly Staff Lunch Break: 30mins or 1hour

If yes, please explain: _____

Recruitment Instructions: (indicate job boards & special advertising instructions, or if applicant hire in mind)

Search Committee: Yes No (Committee Members will be given access to view applicants unless otherwise noted)!

Membership on Search Committee for Faculty appointments are subject to the approval of the Faculty Senate. *Please see the Faculty Handbook for more details on the process.*

Names of search committee members: _____

Mandatory Financial Information:

Budgeted: Yes No

Salary Range: _____

Charge to Account(s): _____

Approval/Signatures Required:

Hiring Supervisor: _____ **Date:** _____

Business Office: _____ **Date:** _____

Cabinet Member: _____ **Date:** _____

Please return completed form to the Office of Employee Engagement _____ Date Received _____ Posted