

REQUISITION WORKSHEET

Completion of the information in the table below will assist you in filling out a requisition online in PeopleAdmin.

Budget Title/Rank:
Local Title:
Department:
Campus Address: (Use Room No. they will be assigned, if known, otherwise use general department address)
Incumbent's Direct Supervisor
Incumbent's Direct Supervisor Title:
Account Number (salary is charged to):
New or Vacant Position:
Salary Range: to Publish: <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description of duties: (To be completed by the hiring manager in conjunction with the department head & search committee.)
Required Qualifications:
Preferred Qualifications:
Start Date:
Search Committee Chair:
Search Committee Members:
Posting Period Start Date:
Best Consideration Date (Faculty Searches Only):
Posting Period End Date:
Documents which can be associated with this posting (check all that apply): <input type="checkbox"/> Resume <input type="checkbox"/> CV <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other Doc _____ <input type="checkbox"/> Writing Sample <input type="checkbox"/> Statement of Teaching Philosophy