SAM HOUSTON STATE UNIVERSITY
PERSONNEL REQUISITION FORM

Date _____ Requisition No. _____

Complete in detail and forward through administrative channels to the Human Resources Department.

Title of Vacant Position	Employing Department	Monthly Recruiting Range
		From: To:

○ Full Time
○ Part time
○ Temporary

Hours per week _____
Work Schedule _____
Length of time position will last _____

○ Day
○ Night

Refer applicants to:	Title	Bldg. & Room #	Ext. Number	Fax Number	Beginning Date

Position Account Number _____ Item No. _____ Account Title _____

Replacement for: _____ Who: ○ Resigned ○ Retired ○ Transferred ○ Other

New Position: ○ ○

Note:
All positions in the exempt category (420-) must be approved by the President.

Required Attachments:

If there is no official job description, a completed Job Evaluation Questionnaire and Job Classification Description form must accompany this requisition.
If there is an official job description, a copy with the deviation unique to this job must accompany this requisition.
If this is a new position or a change in an existing position, an approved Request For Additions/Changes In Staff Positions form must accompany this requisition.

Approved:

Department Head _____ Dean _____

Vice President _____ Director of Human Resources _____

President

HRD/0300

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