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| **NMT PERSONNEL REQUISITION*****Attach a Current Position Description Questionnaire (PDQ)*** |
| **DATE:** | **[*HR Use Only]*****VACANCY NUMBER:** |
| **JOB TITLE: (30 Character Max): Number of Approved**  **Positions:** **\_\_\_\_\_\_\_\_\_\_\_** | **PERSONNEL REQUEST DUE TO:** [ ]  Transfer [ ]  Promotion [ ]  Termination [ ]  Retirement[ ]  Addition (see below) [ ]  New Position (see below) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ESSENTIAL JOB FUNCTIONS:** [ ]  Same as Previous[ ]  Upgraded Job Functions (If upgraded, please attach updated PDQ with upgraded job functions listed in red) | **[ ]  ADDITION/NEW POSITION RATIONALE:** Please attach a memo to explain the rationale for requesting the addition or new position(s), including Budget Office review/approval. |
| **[ ] REPLACEMENT: List employee(s) being replaced****Termination Date:** | **[*HR Use Only*]****EEO Class** | **DIVISION** | **DEPARTMENT & ORG** |
|  **[*Budget Use Only*]****NAME OF SUPERVISOR Position #**  | **[*HR Use Only*]****Pay Grade** | **STARTING WAGE/SALARY**  | **DATE POSITION IS AVAILABLE** |
| [ ]  **REGULAR**[ ]  **TEMPORARY** (One year employment) End date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  **EMERGENCY\*** (Max 3 months employment) End date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \* (less than 30 hours per week) | **RECRUITING METHOD:**[ ]  Internal Department (5 days) [ ]  Internal Campus (7 days) [ ]  Open Recruiting * 7 days on campus then off campus

[ ]  Concurrent Posting * Attach memo explaining need for posting
 |
| [ ]  **FULL TIME** (40 HOURS PER WEEK) [ ]  **PART TIME**  NUMBER OF HOURS PER WEEK\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ADVERTISEMENT:**  (Please list newspapers, professional journals, conferences, websites and other media where this position will be advertised) [ ]  El Defensor Chieftain [ ]  Santa Fe New Mexican [ ]  Albuquerque Journal[ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **FUND NUMBER FOR ADVERTISING AND POSTAGE COSTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **PAYROLL FUND NUMBER AND ALLOCATION PERCENTAGE:****Fund Account Percent****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_****Duration of Funding:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | ***[Budget Office Use Only]*****[ ]  I & G \_\_\_\_\_\_\_\_% [ ]  RPSP \_\_\_\_\_\_\_\_%** **[ ]  Grant/Contract \_\_\_\_\_\_\_\_%** **[ ]  Endowment \_\_\_\_\_\_\_\_% [ ]  Other \_\_\_\_\_\_\_\_%** **[ ]  Insufficient Budget \_\_\_\_\_\_\_\_\_\_\_\_ (initials)**  |
| **COMMENTS/REMARKS:** |
| APPROVAL SIGNATURESApproval signatures will be obtained in the order below. |
| **1. Requesting Supervisor Date**  | **6. Budget & Analysis Date**  |
| **2. Department Head Date** | **7. Sponsored Projects (if applicable) Date** |
| **3. Division Dir./VP Date** | **8. VP for Admin & Finance Date** |
| **4. Human Resources Date**  | **5. AA/EEOC Date**  | **9. President Date** |
| **Requisition Form Revised: May 2021**  |

***For Budget Only-Position #s:*  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**