

PERSONNEL REQUISITION

New Mexico Tech is an Equal Opportunity/Affirmative Action Institution

Date:		Vacancy Number:	
		<i>To be assigned by Human Resources</i>	
<input type="checkbox"/> Replacement (Employee being replaced)		Replacement Due to:	
		<input type="checkbox"/> Transfer <input type="checkbox"/> Promotion <input type="checkbox"/> Termination <input type="checkbox"/> Retirement	
<input type="checkbox"/> Addition <input type="checkbox"/> New Position		Reason for addition or new position:	
Number of Positions _____			
Job Title	EEO Class	Division	Department
Supervisor	Supv Pos #	Pay Grade	Starting Wage or Salary Range
			Date position is available:

<input type="checkbox"/> REGULAR <input type="checkbox"/> TEMPORARY (One year employment) End date _____ <input type="checkbox"/> EMERGENCY (Maximum 3 months employment) End date _____	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	Payroll Home Account No. _____
	Number of Hours _____	

RECRUITING METHOD

Internal Departmental Posting (5 Day Posting)
 Internal Only (7 days on campus only)
 Open Recruiting (7 days open to campus, then off campus)
 Concurrent Posting: (Concurrent posting requests **require an attached** memo explaining the need for such a posting. The concurrence is granted with the approval of the Director of HR and the President.)

Account Number for advertising and postage costs: _____

List newspapers, professional journals and other advertising media where this position will be advertised. Include Internet, meetings, conventions, etc.

Attach a Position Description Questionnaire

Remarks:

APPROVAL SIGNATURES			
Approval signatures will be obtained in below order.			
1. Requesting Supervisor	Date _____	5. Restricted Funds	Date _____
2. Department Head	Date _____	6. Human Resources	Date _____
3. Division Director/VP	Date _____	7. Affirmative Action	Date _____
4. Budget & Analysis	Date _____	8. President	Date _____

For Budget & Analysis

Position Number _____	Position Number _____	Position Number _____	Position Number _____
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