PERSONNEL REQUISITION

New Mexico Tech is an Equal Opportunity/Affirmative Action Institution

Date:	Vacancy Number: *To be assigned by Human Resources*
☐ Replacement (Employee being replaced)	Replacement Due to: ☐ Transfer ☐ Promotion ☐ Termination ☐ Retirement
☐ Addition ☐ New Position Number of Positions	Reason for addition or new position:

Job Title	EEO Class	Division	Department
Supervisor Supv Pos #	Pay Grade	Starting Wage or Salary Range	Date position is available:

☐ REGULAR ☐ TEMPORARY (One year employment) End date _____ ☐ EMERGENCY (Maximum 3 months employment) End date _____	☐ FULL-TIME ☐ PART-TIME _____ Number of Hours	Payroll Home Account No.

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_____

April 2020

	Position Number	Position Number	Position Number	Position Number	Position Number
For Budget & Analysis	_____	_____	_____	_____	_____