

Position Requisition Justification Form

This form **must** be submitted and approved by Hiring, Unit, Division Vice President, and President Wells prior to the submission of the Personnel Requisition and Position Description Questionnaire:

Requesting Supervisor _____ Date _____

Requested Position/Job Title _____

_____ New Position _____ Replacement Position

Name of former employee _____ Date Departed Position _____

New Position Rationale _____

Essential Job Functions: _____ Same as for Previous _____ Upgraded Job Functions Narrative of Job Functions and Department Need: _____

List upgraded job functions _____

Budget Information

Fund Code for Requested Position _____

Duration of Funding _____ Must be secured funding, not proposed funding

Proposed Salary for Position _____ Previous Salary _____

Proposed Status – Regular, Temporary, Full-Time, Part Time _____

Supplemental Information Related to Request _____

Hiring Unit Supervisor Date Division Vice President Date President Date