# Job Requisition Form

*Purpose:* This form is used to request approval from Human Resources for the creation and recruitment of a new position within the organization.

## Request Details

**Request Date:** {requestDate}

**Requested By:** {requesterName} ({requesterDepartment})

**Hiring Manager:** {hiringManager}

## Position Information

**Job Title:** {jobTitle}

**Department:** {department}

**Location:** {location}

**Employment Type:** {employmentType}

**Job Level:** {jobLevel}

**Estimated Start Date:** {startDate}

**FTE %:** {ftePercentage}

**Is this a replacement?** {replacement}

{#replacementDetails}

**Name of person being replaced:** {replacedPerson}

**Reason for replacement:** {replacementReason}

{/replacementDetails}

## Budget Information

**Is the position budgeted?** {isBudgeted}

**Approved Salary Range:** {salaryRange}

**Cost Center:** {costCenter}

## Job Description Summary

{jobDescription}

## Key Responsibilities

{#responsibilities}

* {responsibility}

{/responsibilities}

## Required Skills and Qualifications

{#skills}

* {skill}

{/skills}

## Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver Name** | **Title** | **Approval Status** | **Date** |
| {#approvals}{approverName} | {approverTitle} | {approvalStatus} | {approvalDate}{/approvals} |

## Additional Comments

{additionalComments}