

**POSITION REQUISITION FORM
FULL TIME POSITIONS ONLY**

Part 2

Date: Request #:
 Requested by: Title:
 Office/Dept.:

PART 2: COMPLETED BY HUMAN RESOURCES

Position Classification:	
<input type="checkbox"/> ECP – Senior Vice President/Vice President Assistant Vice President/Dean/Administrator	<input type="checkbox"/> ECP – Associate Dean/Associate Administrator Assistant Dean/Assistant Administrator
<input type="checkbox"/> Faculty	<input type="checkbox"/> HEO Title Series
<input type="checkbox"/> Athletics Title	<input type="checkbox"/> CLT Title Series
<input type="checkbox"/> Classified Title	
Requested Position – HCM Data:	
Office/Department: <input type="text"/>	HCM Code: <input type="text"/>
Contract Title: <input type="text"/>	
Business Title: <input type="text"/>	Job Code: <input type="text"/>
Reports to Name: <input type="text"/>	Position #: <input type="text"/>
Union Status: <input type="text" value="Included"/>	
Position Salary Information:	
<input type="text"/>	<input type="text"/>
Terms:	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Reviewed in Human Resources by: <input type="text"/>	Background Verification Level <input type="text"/>
Submitted to the Budget Office on: <input type="text"/>	