

**POSITION REQUISITION FORM  
FULL TIME POSITIONS ONLY**

**Part 2**

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

**PART 2: COMPLETED BY HUMAN RESOURCES**

<b>Position Classification:</b>	
<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	
<b>Requested Position – HCM Data:</b>	
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"/>	
<b>Position Salary Information:</b>	
<input type="text"/>	<input type="text"/>
<b>Terms:</b>	
<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"/>	