

Samford University

Staff Requisition Form

Part I

Open positions are not automatically approved and must be reviewed before the position can be posted/filled. This form will assist the hiring manager in explaining why it is necessary to fill the position. To post/fill a job opening, the hiring manager must: (1) complete this form; (2) attach an updated job description; (3) obtain the necessary signatures; (4) return the completed form and job description (using the HR job description template) to Human Resources. Incomplete submissions will be returned.

If this requisition is for a replacement position you do not have to complete Part II but you must respond to each of the following points in a separate document: 1) Explain why the position is now vacant; 2) Explain the contribution that this position makes; 3) Justify thoroughly why this position ought to be retained, and; 4) Include any changes you may plan for this position.

No hiring action is to be taken before all materials are submitted and approval signatures below are obtained.

Complete the following for new or replacement requisitions:

Date of Request: _____ Date New Hire Needed: _____
Job Title: _____ Department: _____
Hiring Manager: _____ Hiring Manager Phone Number: _____

Number of months to be worked per year **12 11 10 9 Other:** _____

Number of hours to be worked per week **40 37.5 30 20 Call-In Other:** _____

What will be the position's normal work schedule (days of week, shift, starting time, ending time, etc.)?

Weekends? (frequency): _____ Holidays? (frequency): _____ On-Call? (frequency): _____

FOAPAL to be used: Index: _____ Fund: _____ Org.: _____ Acct.: _____ Prog.: _____

Person being replaced: _____ Position Control #: _____

Most recent salary of incumbent: _____ Projected salary needed to hire: _____

Is this a new position (meaning it is not included in your current budget)?

yes no If yes, also complete **Part II** of this form.

1) _____
Hiring Manager's signature Date

Approvals:

2) _____
Dean (if applicable) Date

3) _____
Provost or Vice President Date

4) _____
Decision Support Date Amount budgeted

5) _____
Director of Human Resources Date

6) _____
Vice President for Business and Financial Affairs Date

7) _____
President Date

Samford University
Employee Requisition Form

Part II for new position requisitions (to be submitted with a completed Part I)

If the request is for a new position, the hiring manager must do the following: (1) complete Part I of this form; (2) attach a proposed job description and organizational chart showing the new position; (3) attach documentation as requested below; (4) obtain the necessary approval signatures in Part I; (5) return all materials to Human Resources.

In a separate document please respond thoroughly to each of the following:

1. Why is this new position necessary?
2. Identify the source of all funding for this position.
3. If this position is being requested due to increased workload volumes in your department, provide justification which shows that your current staffing levels are not sufficient.
4. If this position is being requested to provide new or enhanced service to Samford, provide justification as to why these new or enhanced services will provide a necessary or critical service to the Samford community.
5. If this position is approved, will any new equipment be required that is not currently included in the university's capital budget or your department budget. If so, please list the type of equipment and its cost.
6. Are there alternative methods available to meet your service needs, which would not result in the need to hire additional staff?
7. If the position is not approved, what would your alternate plan of action be?
8. Attach any additional information you feel is important to the review of this request.