Job Requisition Template

Job Title:		Date of Request	
Department/Group:		Reason:	New Position
Budgeted Start Date			Replacement
Location:		Person Replacing:	
Number of Positions:		Candidate Name: (if known)	
Approved Salary Minimum:		Approved Salary Maximum:	
Worker Category:		Hiring Manager:	
Sales Incentive Eligible		If Eligible, this field must contain the amount	Enter only numbers here.

Please pick the approval method that applies: 　　CEO Approval Attached 　　Position Approved in FY Budget 　　Budget Neutral Backfill	*Earnings Range for Posting Purposes If you have worked with HR to establish a salary range for posting, please enter it here.

Notes:

HR Reminders:

- **Please combine the <u>Job Requisition Template</u>, <u>Job Description</u> and <u>CEO approval (if applicable)</u> before you upload this requisitions request into ADP**
- **Please follow the instructions in the Uploading a Requisition to ADP Guide**