Hiring - Requisition Authorization (HRA)
For Personnel Replacement/Vacancy or Create New Position

Position Title: ____________________________

Department: ______________________________

Reports to (Hiring Supervisor): __________________________

Position Type: ☐ Regular ☐ Variable (from: ___________ to: ___________)

Status: ☐ Full-Time ☐ 30 + Hrs ☐ Part-Time ☐ 20 - 29 Hrs ☐ Minimum Part-Time Less 20 Hrs

Type of Position: (Choose One)

☐ Existing Position
☐ Reviewed & Updated "Position Description" ________ (initial)

☐ New Position
☐ "Position Description" Attached
Please Complete "Basis/Reasoning" Below

Reason for Vacancy: (Choose One)

☐ Replacement Due To:
☐ Resignation
☐ Transfer/Promotion
☐ LOA / Sabbatical
☐ Termination
Name of Former Employee: __________________________

☐ Organizational Change
☐ Promote/Transfer into Vacancy
Following Employee/Candidate:
Name: __________________________

HR Use Only:
☐ Meets/Exceeds Requirements

Please Describe Basis/Reasoning For The Addition of a New Position

________________________________________________________________________

________________________________________________________________________

Compensation:

Proposed Pay Range: ____________

Per: ☐ Hour ☐ Annually

Budget Account #: ____________

Anticipated Start Date: _________

☐ Approved ☐ Adjust to: _______ Mgmt Initials: _________

Approvals:

Supervisor/Dean/Director: __________________________
Date: ______________

Director of Human Resources: __________________________
James C. Miner
Date: ______________

Chief Financial Officer/CFO: __________________________
Andrea Jaeckel
Date: ______________

Executive Vice President/Provost: __________________________
Paul Burkhardt
Date: ______________

~HR USE ONLY~

Job #: __________________________

Date Filled: ______________ Notes: __________________________