

BARNARD COLLEGE
Human Resources Requisition

Directions: Completion of this form is required for all open and new positions **WHEN THE POSITION BECOMES OPEN**. Supervisors should complete the top portion, sign the form, obtain signatures 2-4 and submit the original to Human Resources. Failure to complete this form **BEFORE A HIRE IS MADE** may delay a new employee's paycheck and benefits.

Position Title: _____ Department: _____

Salary: \$ _____ Grade (If applicable): _____ Budget#: _____

Is the position budgeted? Yes No

If not, has the addition been approved by the Budget Director? Yes No

Full-time Part-time at _____ hrs per week Schedule: _____

12 months/year 10 Months/year 9 Months/year Other: _____

Building: _____ Office #: _____ Telephone Extension: _____

This is a:

- new position (attach draft of job description)
- replacement for former employee _____
(provide former employee's name)
 - job description the same
 - revised job description (attach revised job description)

Position is a:

- regular position
- temporary position Dates/terms _____
- * seasonal position Dates/terms _____

* temporary position that recurs on an annual and/or seasonal basis, for example, summer counselors for HEOP and summer tutors for Liberty and STEP.

Requested by:

| | | | |
|------|-------|-----------|------|
| Name | Title | Extension | Date |
|------|-------|-----------|------|

Reviewed and Approved by:

| | | |
|-----------------|--|-------|
| 1 st | _____ | _____ |
| | (Department Head/Hiring Manager if different from above) | Date |

| | | |
|-------------------|---|-------|
| **2 nd | _____ | _____ |
| | (**If grant funded, Assistant Controller) | Date |

| | | |
|-----------------|--------------------------|-------|
| 3 rd | _____ | _____ |
| | (Director of the Budget) | Date |

| | | |
|-----------------|----------------------|-------|
| 4 th | _____ | _____ |
| | (Employment Manager) | Date |