

**Instructions – Submitting CMC Human Resources Requisition Form for ALL full and part time Staff Recruitments**

A new on-line requisition form for staff recruitment has been created to insure that Human Resources has the appropriate information and all positions are approved before the recruitment process begins. The hiring manager/director of the organization who will be recruiting for the position will initiate this form and obtain all of the necessary approvals before the form is submitted to Human Resources.

- 1. Hiring manager/director completes requisition form**
  - If hiring manager/director does not have a copy of an approved job description, contact Human Resources for a copy of the approved job description
  - If there is no approved job description on file, contact Human Resources and the process for writing a job description will be discussed
- 2. Hiring Manager/Director obtains required approvals**
- 3. Completed form with all approvals is submitted to Human Resources**
- 4. Human Resources will contact the hiring manager/director to discuss the staffing plan**