Claremont McKenna College
HUMAN RESOURCES REQUISITION FORM FOR STAFF RECRUITMENTS
(Upon Completion and Approvals – Please Submit to CMC Human Resources)

Date of Request _____   **Requisition Number** _____
(To be completed by HR)

Department _____   **Job Title** _____

☐ **Addition to Staff**   ☐ **Replacement** _____
(Name and Job Title of Individual Replacing)

Within Approved Budget   ☐ **Yes**   ☐ **No (Contact Treasurer's Office)**

☐ **Approved Job Description on File** *(Attach Copy)*

Position Reports To (Name and Job Title) _____

☐ **Full Time**   ☐ **Part Time (# hours per day/week)** _____

Rate of Pay $ _____   ☐ **Monthly**   ☐ **Hourly**

Will this person supervise others?   ☐ **Yes** (How Many?) _____   ☐ **No**

Recruitment Advertising

☐ **Higher Ed Jobs**   ☐ **Other (list)** _____
☐ **Inside Higher Ed**

Comments _____
_____
_____

APPROVALS

Hiring Manager/Director _____
     Print Name   *Signature*   *Date*

Departmental VP _____
     Print Name   *Signature*   *Date*

Treasurer's Office _____
     Print Name   *Signature*   *Date*

COMPLETED BY HUMAN RESOURCES

Job Code _____   **Grade** _____

Filled By _____   **Date Offer Accepted** _____

Hire Date _____

<u>Instructions – Submitting CMC Human Resources Requisition Form for ALL full and part time Staff Recruitments</u>

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 <u>before</u> 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**