



Job Requisition Form

Job Title: _____

Job Code: _____

Preferred Qualifications:

<In addition to the job description>

Is this vacancy a replacement? _____

(If yes, provide the name):

Number of Vacancies: _____

Anticipated Start Date: _____

Projected Annual Salary: _____

Regular or Temp: _____

Department Name: _____

SmartKey(s) #

(If more than one, provide %):

Direct Supervisor: _____

Hiring Manager, if different: _____

Will you need this vacancy posted externally?

(If yes, provide the names):
