New Jersey City University
Authorization to Initiate Hiring Process
PERSONNEL REQUISITION FORM

Instructions for completing the Personnel Requisition Form (Rev 8/05)

- **Do Not Use this Form for: Reclassifications, Range Adjustments, FTE Changes, or Funding Changes. Those actions must be processed using Position Management Change Forms**
- This form must be signed by the appropriate Vice Presidents and must have budget approval before it is sent to Human Resources/Affirmative Action.
- No search will begin until the **original** form and attachments are received by Human Resources/Affirmative Action.
- If this is a grant funded position, the Grants Accountant must also approve the action.
- A specific job description must accompany this form.
- For all searches, attach the "Request to Advertise" and accompanying documents to this Form.

Department/Grant Name_____

Chair/Director/Project Director _____ **Phone** _____

Position Title _____**Position Number** _____

Cost Center/Grant #1 _____/pct _____ **Cost Center/Grant #2** _____/pct _____
Cost Center/Grant #3 _____/pct _____
Salary Range _____**Proposed Salary** _____

New Position _____**Yes** ____**No** **Is this position budgeted for** ____**Yes** _____**No**

Employment Category	
___**Full Time** ____**Part Time** _____**FTE** ___**Classified** ___**Unclassified** ___**Permanent** _____**Temporary**	**Requested Start Date:**_____ **Replacement for:**_____ **Date of Separation:**_____

FOR APPROVAL BY DEAN & VICE PRESIDENT

_____ _____ _____ _____
Dean **Date** **Vice President** **Date**

FOR ACTION BY BUDGET OFFICE/GRANTS ACCOUNTANT
Position # Verification _____
Budget Director/Designee _____ **Date** _____
Grants Accountant _____ **Date** _____

FOR APPROVAL BY VICE PRESIDENT OF ADMINISTRATION & FINANCE

_____ _____
Signature **Date**

FOR ACTION BY HUMAN RESOURCES/AFFIRMATIVE ACTION
HR Director_____ **Date** _____

For **CLASSIFIED POSITIONS**: Human Resources will forward a copy of this form to the Hiring Unit

For **UNCLASSIFIED/MANAGERIAL/FACULTY POSITIONS**: Affirmative Action will forward a copy of this form to the Hiring Official, Hiring Unit and to Employee Relations