

EMPLOYMENT REQUISITION

An updated job description is **REQUIRED** with this form. Download the [Job Description Template](#) or reach out to your HRBP to obtain a copy of the existing job description.

Company:

Date:

Hiring Manager:

Department:

Is this Employment Requisition for addition to staff?

If yes:

Budgeted

Non-Budgeted

Recruitment Request

Position Title:

Officer Title:

Replacement for (if applicable):

Position Grade:

**For assistance with position grade, speak to your HRBP.*

Annual Salary:

Hourly Rate:

**For exempt, enter annual salary only. For non-exempt, enter both annual salary and hourly rate.*

Full Time

Part Time – Total Weekly Hours:

Temporary

Employee Status Categories:

- Full Time: scheduled 40 hours weekly
- Part Time
 - Part Time > 30: scheduled a minimum of 30 hours weekly but less than 40
 - Part Time: scheduled a minimum of 20 hours weekly but less than 30
 - Peak Time: scheduled less than 20 hours weekly
- Temporary: intern or seasonal worker scheduled for a short-term job usually less than one year

Comments/Notes:

EVP approval required on ALL requisitions.

Division Approval:

Date:

EVP Approval:

Date:

For Staff Additions Only

CEO and President Approval:

Date:

(Tim Abell)

Schedule Requirements (Community Banking or Non-Standard)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
START						
END						

Human Resources Review:

Date: