

Requisition Component Overview

Department: Name and code of the department where the position will be housed. Helps identify the unit managing the hiring request.
Employee Classification: Type of employment (i.e., Exempt, Non-Exempt, Faculty, Contingent). Used to determine applicable HR policies and processes.
Number of Openings: Total number of individuals the department intends to hire under this request. Needed for posting and workflow setup.
Justification: Reason for filling the Incumbent or New Position: Provide a brief explanation, (i.e., backfill due to resignation, new role based on operational need. Supports business rationale).
Standard posting or Unit Specific: Indicate if this is a university-wide template posting or one customized for the unit. This helps guide the posting process.
Full Time or Part Time: Specify the expected work schedule status. Determines FTE and benefit eligibility.
Does position supervise others: Provide level of supervision the position is responsible for managing (i.e. Work coordination/Training or Direct Supervision)
Is Travel required for this position: Note if regular travel is a duty of the position. Assists with job posting accuracy and classification. Travel can be within city, state, or country.
Layoffs or Pending Layoff? If yes, please contact HR Compensation: Required disclosure if there are any impacted employees eligible for priority consideration. Ensures policy compliance.
Hiring Manager: Name of the individual who will lead the selection process. The Talent Recruitment Specialist will coordinate directly with them.
Budget Approver: Person responsible for authorizing funding for the position. Required to move forward with job requisition.
Salary Range: Proposed salary range or expected salary offer. If unknown, consult with your central HR Compensation Specialist for guidance.

Work Schedule:

Typical weekly schedule (i.e., M–F, 8:30 AM–5:00 PM, rotating weekends). Aids in accurate job posting.

Will this person be required to work a clinical or field site that requires Covid-19 vaccination:

Disclose if vaccine requirements apply. Ensures legal and policy alignment for specific job settings.

Funding and Max Budget:

Identify the funding source(s) and the maximum budget for this position. Ensures alignment with budgetary planning.

Assigned HRS Compensation Representative:

Enter the HR Compensation contact working with your department. Helps route classification and salary review requests.

Assigned HRS Talent Recruitment Representative:

Enter the designated Talent Recruitment contact. This is your primary support for sourcing, posting, and hiring steps.

School/Admin Unit HR Representative:

Provide the contact from your school or administrative unit's HR team. They support internal processing and coordination.