

**Samford University
Staff Employment Requisition
New or Replacement**

(Incomplete forms will be returned)

1. General and Budget Information:

a. Job Title: _____

b. School or Department: _____

c. Check One:

New Position (Attach updated job description and departmental org chart)

Replacement (Attach updated job description and departmental org chart)

d. Full-time Full-time less than 12 months Dates of assignment: _____ to _____
 Part-time Hours per week Days per week

e. Salary Grade: _____ Projected Salary: _____ Position Control #: _____

f. BANNER FOAPAL:

Index: _____ Fund: _____ Org.: _____ Acct.: _____ Prog.: _____

2. Justification of Need (new or replacement):

a. If replacement, the name of employee being replaced: _____

b. Why does this position need to be filled?

c. What are the critical functions of this job that have to be performed?

d. Can this job be filled at a lower level? If not, why?

e. Could the duties of this job be eliminated and/or distributed to others? If not, why?

f. If this is a new position or a replacement at a higher salary identify specifically the source of funding:

3. Educational Requirements:

a. What are the educational requirements for this job?

b. Why are these educational requirements necessary?

4. Experiential Requirements:

a. Experience required: (state the specific type of experience required and the minimum amount of time acceptable in this experience)

b. Special Skills Required:

c. Any Other Special Qualifications:

5. Testing:

a. No testing required.

Check the appropriate areas in order to request for HR to provide applicant testing. Test(s) requested must be job related.

b. Primary Work Skills:

Basic Arithmetic Basic Computer Knowledge English Language

English spelling and vocabulary

c. Typing and Data Entry:

10 Key Data Entry Business Text Generic Typing wpm

d. Office Software:

Adobe Photoshop 5.5 Windows Quickbooks Pro

MS Office 2007 Excel MS Office 2007 Outlook

MS Office 2007 Powerpoint MS Office 2007 Word MS Office 2007 Access

QuarkXpress 4.0 Macintosh QuarkXpress 4.0 Windows Crystal Reports 8.5

6. Approvals of Staff Requisition

a. Person Completing Requisition: _____ Date: _____
(signature)

b. Dean/Vice President: _____ Date: _____
(signature)

For staff positions that fall under the purview of Academic Affairs, this requisition must next be routed to the Provost's Office.

c. Provost's Office: _____ Date: _____
(signature)

The requisition is next forwarded to Human Resources. The information provided in the above sections will be reviewed by Human Resources to determine that there is a need to hire the position at this time and at this level.

d. Human Resources/Position control

____ Funding available: _____

____ No funding available: _____

Current Salary Budgeted for this position: _____

Reviewed by: _____ Date: _____

e. Human Resources/Job Review

____ Approved with reason: _____

____ Denied with reason: _____

Signed: _____ Date: _____

f. President (if applicable)

____ Approved with reason: _____

____ Denied with reason: _____

Signed: _____ Date: _____

7. Human Resources Use Only:

Posting Number: _____ Name of Employee Hired: _____

Date Hired: _____