

**MACALESTER COLLEGE HUMAN RESOURCES DEPARTMENT  
STAFF EMPLOYEE REQUISITION**

<b>Department</b>		<b>Date Needed</b>
<b>Position Title</b>	<input type="checkbox"/> Replacement <input type="checkbox"/> New Position  Is this a new job title? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Position Code (to be assigned by HR)</b>
<b>Status</b> <input type="checkbox"/> On Going <input type="checkbox"/> Temporary - <b>Dates of Employment:</b> _____		
<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>FTE:</b> _____ Months and/or hours to be worked:	<b>Pay Grade:</b>
<b>Funding Source(Budget Number):</b>		
Will employee have access to keys for residential dwellings? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What are the reasons for filling this position?		
What impact will there be on the department and the college if this position is not filled or the FTE reduced?		
What are alternative to filling the position (i.e. reallocation of duties, outsourcing, etc.)		
Comments (*If exceeded position budget, please state where the dollars are coming from)		
<b>Hiring Supervisor Signature</b>		<b>Date</b>
<b>Department Head or Chair Signature</b>		<b>Date</b>
<b>Direct Report Signature</b>		<b>Date</b>
<b>Human Resources Approval</b>		<b>Date</b>

**PLEASE INCLUDE AN UPDATED JOB DESCRIPTION WITH THIS REQUEST**