Instructions for Position Requisition Form

The Position Requisition Form is utilized for the following purposes:
1. Request and recruit for a new unbudgeted position.
2. Refill or reclassify a position.
3. Recruit for a budgeted position.
4. Change a title and/or salary of a budgeted position.
5. Delete a budgeted position.

Section I. Recruit For Position
1. Check the box which best describes the position you want to recruit.
2. Complete section I and obtain the approvals required based on the box you checked.
3. Forward signed requisition to Personnel Support Services (non-nursing service departments) or RMS (nursing services) for budget control and Oracle maintenance.

Section II.
1. Change in Position - Check this box if requesting an increase, decrease or change in funding sources and complete section II.
2. Delete Position – Check this box if deleting a position from department budget and complete section II.
3. Change of Title – Check this box to change the title and salary of a position, complete section II and attach the reclassification memo from Human Resources.

Section III. Contact Information
Please include the name, location of office, phone number and email of the individual who will be conducting interviews.

Section IV. Approvals
1. Obtain required approvals based on the box checked in section I.
2. Forward signed requisition to Personnel Support Services (non-nursing service departments) or RMS (nursing services) for budget control and Oracle maintenance.

For questions regarding completion of the Position Requisition Form please contact your HRM Consultant at 934-4681.