

Staffing Job Requisition Order

Requisition Details

Requisition #

Enter requisition number

Date

Department

Enter department

Position Information

Job Title

Enter job title

Number of Positions

Employment Type

e.g., Full-Time, Part-Time, Temp

Job Description / Responsibilities

Enter brief job description or responsibilities

Requirements

Qualifications / Skills Required

List required qualifications, skills, certifications

Experience Required

e.g., 2+ years in related field

Compensation & Schedule

Salary / Rate

e.g., \$20/hr, \$45,000/year

Schedule / Hours

e.g., M-F, 9am-5pm

Location

Enter work location

Approvals

Requested by

Name

Title

Title

Signature

Signature

Date**Approved by**

Name

Title

Title

Signature

Signature

Date