

Section One
INSTRUCTIONS/HIRING DEPARTMENT INFORMATION

This form is used to initiate the recruitment process for all new and existing faculty, staff and administrative/professional positions. Please complete all applicable sections of this form. *Additional information about this form is provided on the reverse side. Contact the Office of Human Resources if you need any assistance.

Name of Person Completing this Form _____ Today's Date _____
 Department _____ Division _____
 Office Location _____ Campus Phone Extension _____ Fax Number _____
 E-mail _____

Section Two
POSITION INFORMATION

Position Title _____ Position Budget # _____ Classification Salary Range _____
 Projected Salary \$ _____ annual \$ _____ hourly rate

Check All That Apply:

35 hours 40 hours Other _____
 Full-time Part-time Permanent Temporary/ Length of Assignment _____

Daily Schedule/Hours _____

Name of Person who will Interview _____

Contact Information of Hiring Manager (if different from above) _____

Anticipated Start Date _____

Position Status:

New Position (*Position Description Questionnaire (PDQ) must be completed. Please see reverse side for details. ***)

New Position Authorized by: (Department Head) _____

Replacement Position Replacement for _____

Reason for Termination _____

Last Day Worked _____ Transferred to (if applicable) _____

Budget Line _____ Remaining Vacation Time Due: _____ Days _____ Hours

Current Job Description on file in Human Resources Working Job Description Attached
*(Description required for processing of this form. Please see reverse side for details. ***)*

Diversity Action Planning (*Required for all full-time, salaried and faculty searches. Please see reverse side for details. *****)

Diversity Plan not required: hourly position part-time position current plan on file with Human Resources

Section Three
BUDGET INFORMATION/APPROVAL

Proposed Annual Salary \$ _____ + Fringe Benefits (*calculate at 40% for full-time or 9% for part-time*) \$ _____ = Total \$ _____

Source of Funds: _____ Account Number: _____

Additional Funding: _____ Account Number: _____

After you have completed this form, please obtain the following authorizing signatures, as appropriate, before forwarding it to the Office of Human Resources. Please allow two to three working days after the Personnel Requisition is received by HR for a position to be announced.

Department Head: _____ Date: _____

Vice President: _____ Date: _____

Office of Planning and Budget Verification: _____ Date: _____

Human Resources: _____ Date: _____

Section Four

INFORMATION ABOUT THIS FORM

****Initiating a Search/Approval Process***

The Personnel Requisition is the document which authorizes and initiates an employment search, and is required for all position searches. It is completed by the head of the employing department, approved by the Dean or Director, and forwarded to the appropriate Vice President or President for approval. Upon authorization from the appropriate Vice President or President, the requisition is then forwarded to the Office of Planning and Budget for verification of funding. The requisition is then forwarded to the Office of Human Resources for final approval and review. When initiating a search, Hiring Departments should reference Personnel Memorandum # 4, Recruitment and Employment Procedure for all Employees. No supervisor shall create a position or make an offer of employment without prior Vice Presidential approval. This applies to full-time and part-time employment. Retain a copy of this form for your records.

*****Position Description Questionnaire (PDQ): (New Position / Reclassification of Current Position)***

New, non-faculty positions must be evaluated. This process assures that the position is classified and assigned to an appropriate salary range prior to the completion of the personnel requisition. The hiring department should contact the Office of Human Resources for assistance with this process. The form used in this process is the Position Description Questionnaire. Lead time is required.

******Job Announcement Information: (All Positions)***

For recruiting purposes, the Office of Human Resources will prepare a job posting summarizing the duties and qualifications of the position. The information you provide on the job description is the main source of information when creating a job posting. Please provide all relevant job duties and qualifications in the job description you provide. A job description should be attached to the personnel requisition form before sending for authorization/approval. To expedite the posting process, an electronic copy may be forwarded to the Office of Human Resources – hr.office@duq.edu.

******Diversity Action Planning/Worksheet***

When hiring for Administrative/Professional and Faculty positions, hiring departments must complete a diversity search and screening plan. This document is forwarded to the hiring department from the Office of Human Resource Management upon receipt of the authorized personnel requisition form.

In order to achieve the vision reflected in Duquesne’s Mission Statement, it is necessary for all those engaged in the employment process to reach out to those underrepresented in our community. This will assure that all qualified candidates feel welcome to apply. To this end, each colleague who chairs a search or acts as a hiring manager must develop a search and screening plan with the assistance of the Office of Human Resource Management. The appropriate vice president must approve the search plan. If a member of the President’s Staff initiates the plan, then the President’s Office must approve the plan. To the extent possible, search committees will reflect diversity.

Section Five

FOR OFFICE OF HUMAN RESOURCES USE ONLY

Date Requisition Received _____

Date Position Posted _____

Advertising Sources _____

Diversity Plan Submitted _____

New Hire _____

Start Date _____

Search Comments _____
