Office of Human Resources

ST. LAWRENCE UNIVERSITY

(315) 229-5596

EMPLOYMENT REQUISITION AND POSITION ASSIGNMENT
For Regular Hourly Positions*

A. EMPLOYMENT REQUISITION

1. Date Initiated_____ 2. Job Title_____

3. Department _____ 4. Job Grade_____

5. Budget Code_____ Budgeted Position #_____

6. Minimum Hourly Rate:_____ Maximum Hourly Rate:_____

7. Benefit Classification - Circle appropriate categories

Full-time Regular New Position Seasonal H.S. Student

Part-time Temporary (Agency or SLU Temp) Replacement for:_____

8. If work is seasonal, indicate period of year worked:_____to_____

9. If part-time or shift work, indicate hours:_____to_____

10. Preferred start date:_____ Stop date:_____ Hours/week:_____

11. Duties: Please attach current job description

12. Special qualifications/education/experience_____

_____

13. Additional Comments_____

_____

15. Approvals

a._____ b._____
Supervisor Date Vice President Date

c._____ d._____
Budget Director Date President Date

e._____
Human Resources Date

B. Position Assignment

16. Employee's name_____ 17. Hire Effective Date_____ 18. Salary _____

19. Transaction type: _____New Hire_____Promotion_____Transfer_____Other:_____(check one)

20. Supervisor Signature_____ Date_____

FOR HUMAN RESOURCES USE ONLY

21. Birth Date_____ Social Security #_____

Hired at _____

* To fill an exempt (salaried) position contact the Equity Programs Office at 5509.

Original form will be retained by the Human Resources office and a copy sent to Business Office [ ]

_____
Date

Revised: August 2006