

**EASTERN MICHIGAN UNIVERSITY
REGULAR STAFF
PERSONNEL REQUISITION**

Posting number _____

Posting dates _____

For Emp. use

I. Basic Information

| | | | |
|--------------------|----------------|-------------------------|-----------------|
| Position title | Class/grade | Position control number | Department name |
| Search Chairperson | Campus address | Phone | |
| Hiring authority | Phone number | Date needed | Account number |

II. Type Opening

Replacement for _____
Name Last salary

Reason: Promotion, Transfer, Demotion (effective date) _____
 Leave of Absence (effective date) _____
 Termination (effective date) _____

- Add to staff/new position
- Reallocation of FTE

III. Type Employment

Regular full time (100%) If other than M-F, 8-5 indicate shift: Hours from _____ to _____
Days _____ through _____

Regular part time _____% Hours per week _____ Days _____ through _____

IV. Appointment Period

Annual (12 months) Grant duration From _____ to _____

Less than 12 months (start/end date required) From _____ to _____

V. Basic Duties/Hiring Specifications

- As stated on official classification (attach copy)
- With changes (changes must be approved by the Employment Services Office before posting can be processed)
- Other desired qualifications (must be approved by Emp. Rep. or Assoc.) _____

VI. Authorization

| | |
|------------------|------|
| Hiring Authority | Date |
|------------------|------|

If applicable/designated by Divisional Vice President

| | |
|-----------------------------|------|
| | |
| Divisional budget authority | Date |

| | |
|----------------------|------|
| | |
| Divisional executive | Date |

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|-------------------------------|------|
| | |
| Director, Employment Services | Date |

| | |
|------------------------------|------|
| | |
| Assigned to: Employment Rep. | Date |