

SCHREINER UNIVERSITY
PERSONNEL REQUISITION
EQUAL OPPORTUNITY EMPLOYER

GUIDELINES

1. A SEPARATE FORM NEEDS TO BE COMPLETED FOR EACH PERSONNEL OPENING.
2. ATTACH AND EMAIL UPDATED JOB DESCRIPTION TO HUMAN RESOURCES FOR EACH JOB REQUESTED.
3. SEND COMPLETED PERSONNEL REQUISITION FORM AND JOB DESCRIPTION TO HUMAN RESOURCES AT LEAST SEVEN (7) DAYS PRIOR TO TARGETED ADVERTISING DATE.
4. IF THE POSITION CONTAINS ANY OF THE FOLLOWING VARIABLES IT WILL HAVE TO BE APPROVED BY THE AC BEFORE IT CAN BE ADVERTISED:
 - A. IT IS A NEW POSITION, NON-BUDGETED.
 - B. ANNUAL SALARY FOR POSITION IS BEING INCREASED GREATER THAN 10%.
 - C. A REQUEST IS BEING MADE TO FILL THE POSITION SOONER THAN 60 DAYS AFTER CURRENT EMPLOYEE LEAVES.

REQUEST TO RECRUIT

Today's Date: ___/___/___

- Department: _____
- Check ALL that apply:
 - Existing Position New Position Grant Funded Position
 - Full Time Exempt Non-exempt
 - 3/4 Time
 - Part Time - # hrs. to work _____ (20 hours or less per week)
 - Temporary - Start Date: ___/___/___ End Date: ___/___/___ (Under 6 months)
- Position Title _____
- Person Replaced _____ Title _____
- Hiring Range \$ _____
- Budgeted Annual Salary For Position: \$ _____
- BLI # Salary to be charged to: ___ - ___ - _____ - _____ - _____

INSTRUCTIONS TO HUMAN RESOURCES

- DATE POSITION TO BE FILLED: ___/___/___
- ADVERTISING INSTRUCTIONS: (check all that apply)
 - Internal - posting 5 days (automatic unless exempted by AC)
 - Faculty Only - Pull from Applicant Database –(HR keeps Faculty applications on file for – 1 year)
 - External – posting on HR Website ONLY – no external ad
 - External – Where? (Circle ones that apply) KDT, SA Express, Austin American, Chronicle of Higher Ed, Other: _____ (note: all externals are posted on Web)
 - BLI# to charge ad to: 01-1-_____-5 0 7 5 –00
- ONCE APPLICANT IS HIRED, THE HIRING DEPARTMENT MUST COMPLETE A PAYROLL CHANGE NOTICE AND RETURN IT TO HUMAN RESOURCES.

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APPROVALS

_____ Hiring Supervisor

Contact Person's Name (if different than Hiring Supervisor): _____

_____ Department Head

_____ If there are **Position Variables** the Department Head must obtain the signature of the appropriate Administrative Council Member before sending the form to Human Resources

_____ Director of Human Resources

The Human Resources Office will contact the departmental contact name listed above to confirm required recruitment materials.