



Nichols College

Learn. Lead. Succeed.

Job Requisition Form

Date _____

Complete for New Position:

Position title _____

Department _____

Hiring manager _____

Timesheet approver _____

___ Full-time ___ Part-time ___ Temporary

Projected Salary Range: _____

Preferred Start Date: _____

Reason for Recruitment

(New or updated job descriptions must be attached for all positions.)

___ Replacement position

Name of person being replaced _____

Have the duties of this position changed? ___ Yes ___ No

___ New position *(job description attached)*

Budgeted? Y/N _____

Position information/justification

(Indicate what changes were made to the job description or provide justification for new position.)

Complete for Pay Change:

Employee _____

Current Title _____ New Title _____

Current Rate/Salary _____ New Rate/Salary _____

Justification _____

Approvals

Hiring Manager _____ Date _____

Department Head/VP _____ Date _____

VP/CFO _____ Date _____

President _____ Date _____

HR Approval _____ Date _____