



This form is to be used to notify the Department of Human Resources of all new or replacement positions. It is not intended to replace the PC05, MOA or any existing documents.

PERSONNEL REQUISITION

Mississippi Valley State University

SECTION 1: GENERAL INFORMATION (Please type or print)

Position Title: _____ Department: _____

Name of Hiring Official: _____ Ext. _____ Email Address: _____

SECTION 2: REASON FOR REQUISITION

(Check One)

Reason for Vacancy: Replacement New Position Former Incumbent's Name: _____

Projected Last Date Worked: _____ Actual Last Date Worked: _____

SECTION 3: BUDGET INFORMATION (To be completed by the Office of Title III / Sponsored Programs, if grant funded)

Account Number: _____ Fund Number: _____ Banner Org. Number: _____

FLSA Status: _____ Salary Range: _____ Institutional Funded (10)

(Exempt, Salary/Non-Exempt, Salaried, Hourly) Grant Funded (30)

SECTION 4: TYPE OF POSITION/SCHEDULE

Work Schedule: Full Time Part Time Temporary Scheduled # of hours per week: _____

Classification: Faculty Staff Student Contractual

SECTION 5: POSTING

Job Posting Preference: Internal (MVSU Website, MS Employment Service) External (See Attached Vendors)

* All regular full time and part time positions will be posted internally on our MVSU website for a minimum of 5 calendar days. Attach job description

Requested Advertising Vendors: _____

* Please attach job description to this requisition along with a Purchase Order # for Vendor Advertising.

SECTION 6: APPROVALS (Requisitions should be signed by the department head and Area Vice President, then forwarded directly to the Department of Human Resources unless grant-funded. All grant-funded positions should be sent to the Office of Title III / Sponsored Programs)

_____/_____/_____
Department Head Date Area Vice President Date

_____/_____/_____
Office of Business and Finance Date Office of Sponsored Programs (Only if grant funded) Date

_____/_____/_____
Office of Human Resources Date