



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

Reason for Vacancy: (Check One) <input type="checkbox"/> Replacement <input type="checkbox"/> 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)

Fund Number: _____	Banner Org. Number: _____
FLSA Status: _____ (Exempt, Non-Exempt Salaried, Non-Exempt Hourly)	Salary Range: _____ to _____
	<input type="checkbox"/> Institutional Funded (10) <input type="checkbox"/> Grant Funded (30)
Position Status: (Check One) <input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input type="checkbox"/> 10-month <input type="checkbox"/> 9-month <input type="checkbox"/> Other	

### SECTION 4: TYPE OF POSITION/SCHEDULE

Work Schedule: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Scheduled # of hours per week: _____
Classification: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractual	

### SECTION 5: POSTING

Job Posting Preference: <input type="checkbox"/> Internal (MVSU Website, MS Employment Service)	<input type="checkbox"/> External (Include vendor(s) and Purchase Order # below)
Requested Advertising Vendors: _____	
____ Check here for internal applicants only	
All regular full and part time positions will be posted internally on our MVSU website for a minimum of 5 calendar days. Attach job description	

### 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, Title III, Private Grants (Only if grant funded)	_____ Date
_____ Office of Human Resources	_____ Date		