

INTERNAL FORM:

STAFFING REQUISITION

JOB SPECS

JOB TITLE		AEA JOB CLASS	
DEPARTMENT		PROPOSED SALARY	
SUPERVISOR		REQUEST DATE	

ESTIMATE DOLLAR COSTS

RECRUITING FEE		ADVERTISING		RELOCATION COST	
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STATUS

REPLACEMENT		ADDITION		HOURLY		EXEMPT	
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EMPLOYEE TO BE REPLACED

NAME		RESIGN <input type="checkbox"/>	TERM <input type="checkbox"/>	TRANSF <input type="checkbox"/>
TITLE		SALARY		

TITLE

JOB DESCRIPTION

REQUIRED EDUCATION AND EXPERIENCE

HIRING MANAGER

VP

CEO