

# PERSONNEL REQUISITION

New Mexico Tech is an Equal Opportunity/Affirmative Action Institution

Date:		Vacancy Number:	
<input type="checkbox"/> Replacement (Employee being replaced)		<i>To be assigned by Human Resources</i>	
<input type="checkbox"/> Addition <input type="checkbox"/> New Position		Reason for addition or new position:	
Number of Positions _____			
Job Title	EEO Class	Division	Department
Supervisor	Supv Pos #	Pay Grade	Starting Wage or Salary Range
		Date position is available:	

<input type="checkbox"/> REGULAR <input type="checkbox"/> TEMPORARY (One year employment) End date _____ <input type="checkbox"/> EMERGENCY (Maximum 3 months employment ) End date _____	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME _____ Number of Hours	Payroll Home Account No.

**RECRUITING METHOD**

Internal Departmental Posting (5 Day Posting)  
 Internal Only (7 days on campus only)  
 Open Recruiting (7 days open to campus, then off campus)  
 Concurrent Posting: (Concurrent posting requests **require an attached** memo explaining the need for such a posting. The concurrence is granted with the approval of the Director of HR and the President.)

**Account Number for advertising and postage costs:** \_\_\_\_\_

List newspapers, professional journals and other advertising media where this position will be advertised. Include Internet, meetings, conventions, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attach a Position Description Questionnaire**

Remarks:

\_\_\_\_\_

\_\_\_\_\_

**APPROVAL SIGNATURES**

Approval signatures will be obtained in below order.

1. Requesting Supervisor	Date_____	5. Restricted Funds	Date_____
2. Department Head	Date_____	6. Human Resources	Date_____
3. Division Director/VP	Date_____	7. Affirmative Action	Date_____
4. Budget & Analysis	Date_____	8. President	Date_____