

**SOUTHERN ARKANSAS UNIVERSITY TECH
P.O. BOX 3499
EAST CAMDEN, AR 71711**

PERSONNEL REQUISITION

TO: PERSONNEL OFFICE Date: _____

FROM: _____
(Name) (Division and Department)

Job Title	Full or Part-Time	Regular or Temporary	Starting Salary Range
NEW POSITION ↑	REPLACEMENT ↑		

1. Date of which employee is needed: _____
2. If the position is part-time, specify the total work hours per week schedule. _____ hours
3. If the position is temporary, state the date on which employment is to be terminated. _____
4. The work location of the person selected will be (name of building and room number) _____
5. Refer applicants to (name, location and telephone extension) _____ for interview.
6. This department number is: _____
7. This department's expense account number is: _____

***EXPERIENCE AND TRAINING REQUIREMENTS**

1. ATTACH COPY OF JOB DESCRIPTION:
2. REMARKS: _____

* Do not establish requirements that are contrary to law; for example, the establishment of age or sex requirements may be a violation.

APPROVALS

DEPARTMENT HEAD: _____ DATE: _____

VICE CHANCELLOR: _____ DATE: _____

CHANCELLOR: _____ DATE: _____

DATE POSITION FILLED: _____ BY: _____