

**GOODWIN COLLEGE – Position Requisition Form**

*Must be completed prior to posting or hiring for any position at the College – excludes Adjunct Instructors and Federal Work Study – and submit to Human Resources.*

<b>Position Title:</b>		<b>Hiring Manager:</b>	
<b>Salary Grade:</b>		<b>Anticipated Salary:</b>	
<b>Department</b>		<b>Date position needed:</b>	
<b>Reason for requisition:</b> <input type="checkbox"/> New position <input type="checkbox"/> Replacement (name of employee being replaced _____) <input type="checkbox"/> Move from part-time to full-time (name of employee: _____)	<b>Employee Type:</b> <input type="checkbox"/> Employee <input type="checkbox"/> Temporary staff (name of agency, if known: _____) <input type="checkbox"/> Independent contractor	<b>Employment Status (check all that apply):</b> <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (# hrs ____ )	
<b>Is this position included in this year’s budget? ___ If “no”, you must complete an Interim Budget Request</b>			
<b>GENERAL PURPOSE (Brief summary of the position’s strategic purpose)</b>			
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>			
<b>KEY SKILLS, EDUCATION AND WORK EXPERIENCE REQUIREMENTS</b>			

Click Submit to send to Human Resources for approval

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<b>REVIEWS</b>		
<b>Jean McGill</b>	<b>Date:</b>	<b>Signature:</b>
<b>Comments/feedback</b>		
<b>Jerry Emlet</b>	<b>Date:</b>	<b>Signature:</b>
<b>Comments/feedback</b>		

<b>APPROVAL</b>		
<b>Ann Clark</b>	<b>Date:</b>	<b>Signature:</b>
<b>Comments/feedback</b>		
<b>Mark Scheinberg</b>	<b>Date:</b>	<b>Signature:</b>
<b>Comments/feedback</b>		