

**Notre Dame de Namur University
Personnel Requisition:**

Position Title:	Today's Date:
Department:	Reports To:
Application Deadline: (Date or Open until filled)	Expected Start Date:
Budget Account Number:	
Contact Person for this Requisition, Job Title and Ext.	

Job Type:

Check one. <input type="checkbox"/> Faculty <input type="checkbox"/> Staff Replacement for: _____
Check one. <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours _____ per week
<input type="checkbox"/> Temporary from _____ to _____ Hours _____ per week

Marketing:

<input type="checkbox"/> NDNU-partnered external websites: Free for Indeed and LinkedIn
<input type="checkbox"/> External: Fee may be charged to your department (please list which websites below)
1. _____ 2. _____

Search Committee Information:

Chair:	Diversity Member:
1.	2.
3.	4.

Approvals:

Requestor (Print):	Signature:
Admin./Manager (Print):	Signature:
VP of Division (Print):	Signature:
HR (Print):	Signature:

Please email this Personnel Requisition and the Job Description in proper format (Word Document Only) to Human Resources at hr@ndnu.edu for HR approval.

Salary/Benefits (For HR Use Only):	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Salary \$ _____ per _____ ; _____ months/year	Job Level: _____	
<input type="checkbox"/> Benefits Eligible <input type="checkbox"/> Union Eligible	CUPA Code #: _____	