

# SAMPLE REQUISITION FORM

Add new req - Windows Internet Explorer

https://trm128.brassring.com/NetStream/500/Presentation/Template/ASP/Req/Addreq/GeneratePage.asp?emailkey=&Gsteppath=reqformdisplay&Greferer=jobcode&Gmove=forward&Gmode=add&Ginitiator=menu&sjobcodesexists=1&hidformtypeid

Add new req ? Help

Select Job Code > Step 2: Edit Req Form

Req details

\* Job Code KC02 : HR Customer Services Spec

\* Job Title

\* Job Description  Expanded view

\* Department  List >>

\* Recruiter  Selection details

\* Hiring Manager  List >>

Division  Selection details

\* Target Number of Openings

\* FLSA Status  Exempt  Non-Exempt

If replacement, what is the replaced employee's name?

Requisition Originator (if not the Hiring Manager)

\* Supervisor  List >>

If this is a Temporary hire for a duration of less than 6 months, please do NOT complete this form! (Use ETS Requisition form)

\* Regular/Temporary  Regular  Temporary

Compensation Details

Minimum Hourly Rate 12.788462 \$

Midpoint Hourly Rate 16.971154 \$

start

Inbox - Microsoft... Untitled - Messag... Kenexa Recruiter... Add new req - Wi... Document1 - Mic... Search Desktop 6:41 PM

FTE

[Selection details](#)

Work Shift

[Selection details](#)

\*Full-Time/Part-Time  
 Full-Time  
 Part-Time

\*PRN Position? No

Each year, Emory University compares the composition of its workforce with the availability of minorities and females in each job. A goal is set for a position if there is a statistical under-representation. A goal does NOT mean that anything unfair or improper occurred. Rather, it reinforces the need to select from a diverse pool of qualified applicants. A goal does not alter or affect a manager's responsibility to select the most qualified candidate for the position.

These positions will have a "Yes" indicated under the hiring goal for either female and/or minority. Emory University is an equal opportunity employer and must make good faith efforts to correct any under-representation.

Minority Hiring Goal

Female Hiring Goal

Posting Information

\*Employer

[Selection details](#)

Company EUV

Job Category Human Resources

Job Family HR: Operations

Desired Start Date

\*Work Location

[Selection details](#)

Preferred Qualifications

[Expanded view](#)

Additional Job Details

[Expanded view](#)

Other

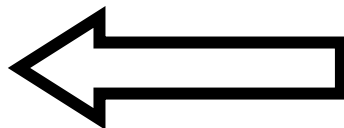
**This position may involve:**  
Involve working with human blood, body fluids, tissues, or other potentially infectious materials.  
Involve potential exposure to hazardous chemicals.  
Involve working with nonhuman primates (nhp), nhp tissue, body fluids or equipment contaminated by nhp.  
Involve working with radioactive materials or devices.  
Involve working with animals.

[Selection details](#)

Please follow these instructions for the remainder of the requisition:  
FOR REQUISITION NOTES: Use this area to capture changes about the requisition without causing a re-routing of approvals.  
FOR REQUISITION TEAM: Select employees who will be on the interview team or interview panel for this vacancy.  
FOR NOTIFY UPON APPROVAL COMPLETION: Select Emory Recruiter.  
Please check the box next to Turn off Autofiler notification for this requisition.

Requisition notes

[Expanded view](#)



\*Requisition team  [List >>](#)

Please include Cathy Patton, Recruiting Manager as part of the requisition team.

Turn off Autofiler notification for this req

Approval Routing

\* Hiring Manager  [List >>](#)

\* Div/Dept HR Approver  [List >>](#)

\* Manager/Supervisor Farmer, Denise Avery [List >>](#)

Bypass

\* VP/Dean Jones, Gregory H. [List >>](#)

Bypass

\* Notify upon approval completion

[Selection details](#)

\* = required field

The Hiring manager and Div/Dept HR Approver will be determined within your department.

[Save and continue >>](#) [Clear](#) [Cancel](#) [Save as draft](#)