

**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: ☐ Faculty ☐ Staff Replacement for: _____
Check one: ☐ Full-time ☐ Part-time Hours _____ per week
☐ Temporary from _____ to _____ Hours _____ per week

Marketing:

☐ NDNU-partnered external websites: Free for Indeed and LinkedIn
☐ 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):

☐ Exempt

☐ Non-Exempt

Salary \$_____per _____; _____months/year Job Level: _____

☐ Benefits Eligible ☐ Union Eligible

CUPA Code #: _____