

**BALDWIN-WALLACE COLLEGE
PERSONNEL REQUISITION**

Department _____ Date of Request _____

Department Chair _____ Immediate Supervisor _____
(If different than Department Head)

Job Title _____ Full-Time Part-Time Temp

Request For: (Check One) Replacement New Position

Replacing _____ Date Needed _____

Incumbent's Termination Date _____ Job Classification _____

Account # _____ - _____ - _____ Account Title _____

SKILLS REQUIRED: State specific qualifications, skills & experience required for this position.

EDUCATIONAL BACKGROUND REQUIRED:

RESPONSIBILITIES AND DUTIES: (Attach additional sheets if necessary)

Hire Rate From \$ _____ To \$ _____

APPROVALS			
1. _____ Division/Dept. Chair/Head Date	3. _____ Asst.V.P. For Human Resources Date		
2. _____ Dept. V.P. Date	4. _____ V.P. Finance Date		

****No Commitment may be made to hire until appropriate approvals have been secured. ****

Route Personnel Requisition:

(1)Dept Head completes, signs, dates and forwards to (2) Dept VP who signs, dates and forwards to (3) AVP for HR who then routes to VP Finance for final approval. Position will then be posted if required.