# Recruitment Requisition Form

**MORGAN STATE UNIVERSITY**

**Job Title:**

**PIN #:**

**Requestor:**

**Department:**

**Contact Person:**

**Contact’s Phone #:**

### CATEGORY

- [ ] Full Time
- [ ] Classified
- [ ] Contractual
- [ ] Part Time
- [ ] Administrative

**Contract Duration:**

### PROPOSED SALARY (Compensation)

**Grade Level (if applicable):**

- Minimum: $
- Maximum: $

### DHR ONLY - APPROVED SALARY RANGE

**Pay Range (if applicable):**

- Minimum: $
- Maximum: $

### REQUISITION REASON (Please check one)

- [ ] Vacancy (if so, list former Incumbent)
- [ ] New Position

### JUSTIFICATION

(Attach a separate sheet)

### ADVERTISEMENT/POSITION INFORMATION

(Position Description Form (HR06) must be attached when submitted)

**BRIEF SUMMARY OF JOB DUTIES:**

**MINIMUM QUALIFICATIONS:**

**FOR CONSIDERATION:**

**REQUESTED SALARY:**

**REQUESTED CLOSING DATE:**

### ADVERTISEMENT

(For each publication checked, attach a completed Purchase Requisition)

- [ ] Afro American
- [ ] Baltimore Sun
- [ ] Chronicle for Higher Education
- [ ] Washington Post
- [ ] Other (Name)

**AD PLACEMENT DATE:**

**NOTE:** Ads must be submitted in a timely manner to ensure

### APPROVALS ARE REQUIRED PRIOR TO SUBMITTING TO THE OFFICE OF HUMAN RESOURCES

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<tr>
<th>Approval Type</th>
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<td>Director/Dean Approval</td>
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<td>Vice President Approval</td>
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<td>Human Resources Approval</td>
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HR19 (02/13)
Instructions for Completing the Recruitment Requisition Form

1. Please state **Position Title** and **PIN** for the position to be filled.

2. Requestor: the employee requesting the Position Requisition Form.

3. Please name the **Department** that has a need to employ and the **Contact Person and phone number** with whom the Office of Human Resources will interact during the recruitment process.

4. Check the appropriate **Category** for the position. If the position is **Contractual**, please list the **Contract Duration**.

5. **Proposed Salary Range (Compensation)**: Please list the proposed salary range and applicable Grade level.

6. Check appropriate area for the **Reason for the Requisition**. If the Requisition is to replace an incumbent, please state the former incumbent’s name.

7. State the **Job Duties** and **Minimum Qualifications** as they are to appear for the job posting and/or advertisement.

8. State the applicable salary information as it is to appear for the job posting and/or advertisement.

9. **Closing Date**: list the **Date** that reflects the **last day** which resumes/applications will be accepted. **Note**: Position open until filled.

10. **For Consideration**: The Office of Human Resources will receive all resumes/applications and any other documentation, such as: cover letter, listing of references, etc. and will submit only qualified resumes/applications to the hiring department.

11. Please check the appropriate box for which publication the ad is to be placed.

   **Note**: **Position(s) to be advertised must be submitted with an approved PURCHASE REQUISITION FORM**. Human Resources will obtain a price estimate for the ad and notify the department of the cost. To meet publishing deadlines (i.e., The Sunday Baltimore Sun deadline is Thursday at 2:00 p.m.) a timely submission would be appreciated.

12. The Office of Human Resources will return the **Position Requisition Form** without the required **Approvals from the Director/Dean and Vice President**.