

**MORGAN STATE UNIVERSITY
Recruitment Requisition Form**

Job Title:	PIN #:
Requestor:	Department:
Contact Person:	Contact's Phone #:

CATEGORY

<input type="checkbox"/> Full Time <input type="checkbox"/> Classified <input type="checkbox"/> Contractual	Contract Duration:
<input type="checkbox"/> Part Time <input type="checkbox"/> Administrative	

PROPOSED SALARY (Compensation)

Grade Level (if applicable):	Minimum: \$	Maximum: \$
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DHR ONLY - APPROVED SALARY RANGE

Pay Range (if applicable):	Minimum: \$	Maximum: \$
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REQUISITION REASON (Please check one) <input type="checkbox"/> Vacancy (if so, list former Incumbent) <input type="checkbox"/> New Position	JUSTIFICATION (Attach a separate sheet)
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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:
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ADVERTISEMENT (For each publication checked, attach a completed Purchase Requisition)

<input type="checkbox"/> Afro American <input type="checkbox"/> Baltimore Sun <input type="checkbox"/> Chronicle for Higher Education <input type="checkbox"/> Washington Post <input type="checkbox"/> Other (Name) _____	AD PLACEMENT DATE: _____ NOTE: Ads must be submitted in a timely manner to ensure
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APPROVALS ARE REQUIRED PRIOR TO SUBMITTING TO THE OFFICE OF HUMAN RESOURCES

Director/Dean Approval:	Date:
Vice President Approval:	Date:
Human Resources Approval:	Date:

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**.